



SERVICE ORDER No. 13/2009

Regulation for scientific research grants at the University of Évora

CHAPTER I General Provisions

Article 1 Object

The present regulation, approved by the *Fundação para a Ciência e Tecnologia – FCT* (Science and Technology Foundation) under the Law no. 40/2004, of 18 August, which approved the Statute of Research grant holder, consecrates the applied norms to the awarding of scientific research grants by the University of Évora.

Article 2 Grant

The concession of grants means the attribution of financing under the conditions described in the grant contract, according to the model that is enclosed as annexe I of the present regulation, obeying to the adoption of the principles of equality and impartiality, as stated in the present regulation.

Article 3 Object of the Grants

- 1** – The grants stated in the present regulation are awarded:
- a) For a master degree attainment;
 - b) For a doctoral degree attainment;

Article 4 Objectives for the candidates

The objectives to be fulfilled by those applying for the grants will be determined specifically in the call for applications of the respective tendering procedure

Article 5 Duration of the grants

- 1** – The total duration of the grants included in the present regulation, including renovation periods, cannot exceed:

- a) Two years in the case of Master Degree Grants;
- b) Four years in the case of Doctoral Degree Grants;

2- Without impairment for the stated in the previous number, the total duration of the grants awarded under the scope of research and development units, including renovation periods, cannot exceed the period for which the unit has assured its possibility of financing.

3- Without impairment for the stated in no. 1, the total duration of the grants awarded under the scope of research projects, including renovation periods, cannot exceed the execution period of the respective project.

CHAPTER II Grant Scheme

Article 6

Statute of the Grant holder

- 1 - The awarding of the grant under the terms of the present regulation confers to the respective beneficiary the statute of grant holder at the University of Évora
- 2- The grants awarded under the terms of the present regulation cannot generate or attribute subordinate work relations, nor contracts of rendering of services, and do not confer to the grant holder the statute of employee or agent.
- 3- The awarding of the scientific research grant holder statute under the Law no. 40/2004 is automatically conceded with the celebration of the grant contract, and this date is considered as the commencement of the grant.
- 4- The University of Évora will produce all the supporting documents verifying the quality of the research grant holder of this University.

Article 7

Exclusivity

- 1 - The functions of the grant holder are exerted in the terms provided for in article 5 of Law no. 40/2004, together with that stated under the present regulation.
- 2- The grant holders can render teaching services at the University of Évora with the Rector's authorization.
- 3- The grant holders cannot benefit, simultaneously, from any other grant, unless it is a co-financing case and there is an agreement between the respective financing entities.
- 4- Each grant holder can only receive once the same type of grant, except for exceptional cases of a different object and objectives.

Article 8

Rights of the Grant holders

The rights of the grant holders stated in the present regulation are those provided for in Law no. 40/2004, to be implemented under its terms and with its subsequent effects.

Article 9 **Duties of the Grant holders**

The grant holders contemplated in the present regulation are subject to the duties provided for in article 12 of Law no. 40/2004 and also to the following:

- a) To communicate to the University of Évora the occurrence of any fact that justifies the suspension of the grants under the terms provided for in points **f)** and **g)** in article 9 of Law no. 40/2004, and the fortuitous option for its prorogation for the correspondent period;
- b) To communicate to the University of Évora the supervening and verification of any motive, which determines the termination of the application of the statute stated hereby;
- c) To present, in the case of grants with a duration superior to one year, a progress report;
- d) To present at the end of the final scholar part of the course, in case of grant holders enrolled in master or doctoral degrees, a document, which certifies their completion or justifying their non-completion;
- e) To present, up to 60 days after the termination of the grant, a final report on the grant programme, including the papers and publications produced, as well as a copy of the respective final work, in the case of a grant awarded for the conclusion of an academic degree, in compliance with the model set forth in Annexe H, which can be presented in Portuguese or in English.

Article 10 **Mention of Support**

In every work produced by the grant holder must be expressed the mention that they are financially supported by the University of Évora or by Community funds, when such is the case.

Article 11 **Supervisor**

1. The activity of each grant holder must be followed by a supervisor who is responsible for supervising the grant holder activity, guiding the writing of the thesis, on his own or in a co-supervising regime, and ensuring the correct accomplishment of the activity plan, being also responsible for informing the University of Évora of any irregularity that he/she encounters or comes to his/her knowledge.
- 2- The supervisor has the obligation to elaborate a final report assessing the activities of the grant holder in Portuguese and in English, in compliance with the model provided for in Annexe IH, which must be sent to the University of Évora and to the Science and Technology Foundation.

CHAPTER III **Types of Grants**

Article 12 **Types**

To the completion of an academic post-graduation degree, the University of Évora awards the following types of grants:

- a) Doctoral Degree Grants;
b) Master Degree Grants.

Article 13

Aims

The grants to obtain an academic master or doctoral degree aim at incrementing and reinforcing the qualification of human resources.

Article 14

Holder

The grants mentioned in the previous article are destined, respectively, to doctoral students and master students enrolled at the University of Évora and whose doctoral and master thesis are included in the scope of research projects run by the Scientific Research Units integrated in the Institute of Research and Advanced Studies.

Article 15

Object

The doctoral and the master grants have as their object, respectively, the achievement of the academic degrees of Doctor of Philosophy and Master by the University of Évora.

Article 16

Duration

- 1 – The duration of the doctoral grants is, by rule, annual.
- 2 – The duration of the master grants is, by rule, annual.
- 3 – The renewal of the types of grants referred to in the previous numbers has to take into account the respective beginning period and, without a loss of the maximum deadlines established for its duration in article 5, has as limit the moment of public discussion of the thesis or dissertation.

CHAPTER IV

Financing Conditions of the Grant

Article 17

Components of the grant

- 1 – In compliance with the type of grant and the situation of the candidate, the grant can include the following components:
 - a) Monthly allowance for upkeep;
 - b) Registration, tuition or fees;
 - c) Travel allowance, when fully authorized and expenses according to the table applied for the Civil Service;
 - d) Travel allowance for a return international journey, at the beginning and at the end of the grant period, in the best rate available;
 - e) Accommodation allowance for stays equal or superior to six consecutive months.

- 2- After the proof of payment, the grant holder has the right of compensation for the expenses related to social security corresponding to the 1st step referred in the article 36 of the Decree-Law 40/80, of 1 February.
- 3- No allowances will be paid, in any case, for food, vacations or Christmas, or any other not expressly mentioned in these regulations.
- 4—The component provided for in point b) of no. 1 translates not only the exemption, but also the counterpart to the grant holder of the amounts that, according to the cases, are legally required by those titles, and which payment and respective obligations he/she is considered as the one and only direct responsible.

Article 18
Amount of the Grants

The amount of the grants is equivalent to those of the FCT grants of similar rank.

Article 19
Payment

The payments due to the grant holders are made monthly and, preferably, through bank transfer.

CHAPTER V

SECTION I
Process of Grant Awarding

Article 20
Call for Applications

- 1- Calls for application of grant awards will be published through advertisements posted on the electronic portal of the University of Évora and, whenever necessary and adequate, through the media.
- 2- The announcements will mention, namely:
 - a) Type, end, object and duration of the grant;
 - b) Who is eligible ;
 - c) The objectives to attain by the candidate;
 - d) The financing components, periodicity and ways of payment of the grant;
 - e) The preparation procedure and the date and place for presenting the applications;
 - f) Evaluation criteria for the applications;
 - g) The jury responsible for the selection;
 - h) The date and means for the publication of the results;
 - i) Applied regulations.

Article 21

Candidates

- 1 – National and foreign citizens that gather the conditions provided for in the present regulation are eligible to apply to a grant of the University of Évora.
- 2– The applications of the candidates who had already been awarded the statute of scientific grant holder of the University of Évora for more than eight years will not be taken into account.
- 3– The applications are presented in a specific form, correctly filled and accompanied by the required documents.

Article 22

Supporting Documents

The application forms to grants at the University of Évora will include the documents required according to the purpose and type of grant, namely and in compliance with the cases:

- a) Documents showing that the applicant meets the requirements for the respective grant type;
- b) The applicant's *curriculum vitae*;
- c) The plan of work to be carried out, indicating the places where it can be carried out;
- d) Indication of the supervisor, including a brief *curriculum vitae*, list of publications and previous experience in supervising or monitoring of grant holders;
- e) Declaration of agreement and statement by the appointed supervisor for monitoring of the candidate's activity;
- f) Declaration, affidavit, subscribed by the candidate, testifying that he/she will perform the duties of grant holder under the terms set forth in no. 2 of article 5 of Law no. 40/2004, from 18 August.

Article 23

Evaluation of Applications

- 1- The evaluation of applications is from the competence of a jury, nominated for that purpose, in its majority composed by elements holding the degree of *doctor*, who cannot be, in number, inferior to three.
- 2- The jury should take into account the merit of the candidates, the activity plan and the conditions for acceptance, including the experience of the proposed supervisor.
- 3- The jury can demand from the candidates the proof of oral and written proficiency in Portuguese.
1. The documents that are not presented in due time, under the terms of the previous article, but which the jury does not consider to prevent the evaluation of the merit of the applications must be delivered, at the most, until the date of the celebration of the grant contract, under risk of the immediate annulment of the decision of awarding the grant.

Article 24

Publication of Results

- 1 – The results of the evaluation will be published within 90 working days after the deadline to submit applications for review, by notification to the candidates.

- 2- From the final results there can be an appeal to the Rector, which has to be filed within 10 working days after the respective notification.

Article 25

Deadline for acceptance

- 1- Within 10 working days after the notification of the awarding of the grant, the candidate must write a declaration of his/her acceptance and communicate the effective date for the beginning of the grant.
- 2- The absence of the declaration mentioned in the above number is equivalent to a renouncement of the grant

Article 26

Grant Contract

- 1- The award of the grant is operated under the terms provided for in the grant contract to be signed, in duplicate, by the grant holder.
- 2- The grant contract must be put in writing and must have the following elements:
 - a) The data of the University of Évora and that of the grant holder, parties in the grant contract;
 - b) The identification of the supervisor;
 - c) The activity plan established by the grant holder;
 - d) The indication of the duration of the grant;
 - e) The date for the beginning of the grant;
 - f) The indication of the applicable regulation.
- 3- A copy of the contract celebrated between the University of Évora and the grant holder has to be submitted to the Fundação para a Ciência e Tecnologia.

SECTION II

Process of Grant Renewal

Article 27

Request

The request for grant renewal must be made in a specific form, together with the required documents and in the following deadlines:

- a) Until 60 days prior to its end, in the case of the grants awarded for a period equal or superior to one year
- b) Until 30 days prior to its end, in the case of the grants awarded for a period inferior to that mentioned in the point above.

Article 28

Required Documents

The request for grant renewal must be accompanied by documents, demanded for each type of grant, namely and in compliance with the cases:

- a) Report of the work carried out;
- b) Copy of the papers and publications which have resulted from the activities developed;
- c) Activity plan;

- d) Opinion of the supervisor responsible for the activity of the grant holder;
- e) Proof of the application to another type of financing under the same scope already filed and respective renouncement for reasons which cannot be charged to him/her;
- f) Declaration, affidavit by the grant holder, that he/she will perform his/her duties in a regimen of exclusivity under the terms provided for in no. 2 of article 5 of Law no. 40/2004, from 18 August.

Article 29

Referral

For the evaluation of the requests, the publication of the results and the deadline for acceptance is applied, with the necessary changes, what is provided for in articles 23 to 25 of the present regulation.

Article 30

Grant Contract

The renewal of the grant does not require the signature of a new grant contract.

CHAPTER VI

Termination of the grant contract and sanctions

Article 31

Termination of the grant contract

Reasons for termination of the grant contract:

- a) repeated failure to fulfil the obligations by one of the parties;
- b) rendering of false statements;
- c) conclusion of the activity plan;
- d) ending of the deadline of the grant;
- e) revocation, by mutual agreement or alteration of the circumstances;
- f) creation of a legal employment relation with the University Évora.

Article 32

Cancelling of the Statute

1 – The grant contract termination determines the cancelling of the statute of grant holder by the University of Évora, as provided for in article 17 of Law no.40/2004.

2– The cancelling of the statute of grant holder by the University of Évora must be communicated by this university to the Fundação para a Ciência e Tecnologia.

Article 33

Conclusion of the Activity Plan

1 – If the conclusion of the activity plan takes place before the deadline initially established, the payment ceases to be due within 30 days, and the grant holder is obliged to return the amount unrightfully received.

- 2- The stated in the previous number does not prevent that, after the supervisor responsible for monitoring the work of the grant holder is heard, the grant is maintained until the end of the deadline initially set.

Article 34

Non conclusion of the activity plan

- 1 – The non conclusion of the activity plan is considered a serious and repeated failure and implies the imposition of sanctions, under the terms provided for in article 35 of the present regulation.
- 2- The failure to present the final report assessing the grant programme, required in point e) of article 9 of the present regulation, is equivalent to the non conclusion of the activity plan, being consequently, considered a serious and repeated failure.
- 3- The non presentation of the final report assessing the grant programme, as determined in the previous number, implies the imposition of sanction, under the terms provided for in article 35 of this regulation.

Article 35

Sanctions

1. In the case of serious and repeated failure by the grant holder, the University of Évora is entitled to demand the reimbursement of the amounts paid.
2. The withdrawal by the grant holder is not considered a failure, provided the University of Évora is notified within 30 days before the desired termination. The decision of imposition of the sanctions which are referred in paragraphs 1 and 2 of the present article is determined by the Rector, once the Scientific and Pedagogic Council of the Institute of Research and Advanced Studies is consulted.

CHAPTER VII **Grant Holder Office**

Article 36

Competences

The grant holder office is responsible for giving information to the grant holders of the University of Évora concerning the statute of research grant holder

Article 37

Functioning

The grant holder office is located at the Services for Science and Cooperation of the University of Évora, at the Projects and Information Division.

Article 38
Composition

The grant holder office is formed by the Director of the Institute of Research and Advanced Studies who presides and by the Head of the Projects and Information Division of the Services for Science and Cooperation and by an appointed administrative officer.

CHAPTER VIII
Final Provisions

Article 39
Doubts and Omitted Cases

- 1 – The doubts and the cases omitted will be solved through an order issued by the Rector.
- 2– To enforce what is stated in the previous number, the principles and rules under the Law no. 40/2004, of 18 August will be abided.

Article 40
Entry into Force

The present regulation enters into force immediately after being approved and published under the legal terms.

Article 41
Repeal Order

The Service Order no. 3/2004, of 13 May, is hereby repealed.

University of Évora, 11 September 2009

The Rector



Jorge Araújo

ANNEXE I
Model for grant contract
Grant contract

Between:

As first party, Universidade de Évora, Public Institution with the beneficiary number of Legal person no. 501201920, here represented by its Rector, Prof. Jorge Quina Ribeiro de Araújo; and

The second party:• with a 1st cycle degree in , with the ID document issued by in..... ,

With the tax registration number..... resident in..... , is celebrated the present grant contract, that is subordinated to the following clauses:

Clause 1

The lack or unjustified non-compliance with the provided for in the present contract grant can result is its termination, with the legal consequences; the termination must be put into writing and briefly explained.

Clause 2

The celebration of the present grant contract operates the immediate termination of the enforcement of others of the same nature or object celebrated between the parties at a previous date.

Clause 3

The first party, under the name of its representative, is obliged to attribute to the second party, the title of grant in..... , the monthly allowance of..... €

The present grant contract is celebrated by a period of..... months, being enforced from..... of

Clause 4

The second party will develop activities under the scope of the project..... , in compliance with the activity plan enclosed as annexe.

The supervisor for the scientific activity of the grant holder, from the University of Évora will be

Clause 5

From the amount of the grant mentioned in clause 3 there must be deducted any taxes that are due under the law, and the net amount will be made available through means of bank transfer, cheque or an equivalent means.

Clause 6

The first party shall take out liability insurance to the benefit of the second party regarding any casualty derived from the activities mentioned in clause 4.

Clause 7

The second party becomes the beneficiary of a similar social security regimen, by joining a voluntary social insurance regimen, under the terms provided for in Decree Law no 40/89, of 1 February, with the specifications present in the Law no. 40/2004, of 18 August.

Clause 8

The second party is obliged to fulfil the duties mentioned in clause 4, namely to what concerns the activity to develop, the place of work, the way, duration and schedule set by the scientific supervisor.

Clause 9

The performance by the second party of the afore mentioned duties referred in clause 4 shall take place at the facilities of the University of Évora and shall have, on average, the weekly duration of 35 hours.

Clause 10

The charge with the present grant contract will be supported by the funds of..... , through a fund from the financing budget taken from the University of Évora's own resources in the year(s) of... (and of...).

The expiry of the grant contract does not confer the right to any kind of compensation.

To the second party is not recognized the quality of employee or agent.

The rules determined under the Law no 40/2004 and under the regulation of scientific research grants of the University of Évora will be applied to all that is not fully specified in the present grant contract,

Since both parties agree, this grant contract is duplicated, and duly initialled and signed.

Évora, of

The First Party:

The Second Party:

ANNEXE II

Model for the final appreciation report of the grant programme (to be elaborated by the grant holder)

Rector of the University of Évora,

..... (Full name of the grant holder), with the process no..... , comes hereby, in compliance with article 12.0, point *f*) of Law no. 4012004, present the due final report referring to the grant of (Identification of the type of grant), in the area of (definition of the area of the grant), whose work has been developed at..... (place where the work was developed) from the University of Évora, under the scientific supervision of the Professor.....

(In this document the aspects referred bellow must be focused.)

1 – Presentation of the object of the grant and its objectives (to be filled by the grant holder).

2 _ Chronological identification of the work developed under the scope of the above mentioned grant (to be filled by the grant holder).

3– Presentation of the results obtained (to be filled by the grant holder)

4—Self-evaluation of the grant holder (to be filled by the grant holder).

(Annexes to be presented in electronic support; publications and works elaborated under the scope of the grant contract and copy of the final work presented, in the case of a grant awarded for the academic degree attainment.)

University of Évora, of

(Readable signature from the coordinator).

ANNEXE 111
Model for the final evaluation report (to
be elaborated by the coordinator)

Rector of the University of Évora,
President of the Science and Technology Foundation,

Under the scope of the grant (identification of the type of grant), in the area of
(definition of the area of the grant), developed by the grant holder..... (identification
of grant holder), with the process number..... , I hereby, in compliance with article 13, no, 4,
of Law no. 40/2004, from 18 August, present the due final evaluation report.

(In this document the aspects referred below must be focused.)

- 1** – Critical analysis of the work developed by the grant holder (to be filled by the supervisor).
- 2** – Final evaluation of the work developed (to be filled by the supervisor)..

Universidade de Évora, of

(Readable signature from the coordinator).