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REGULATION FOR FELLOWSHIPS CENTRO DE CIÊNCIAS DO MAR DO ALGARVE

CHAPTER I General provisions and types of grants

Article 1 Scope

- 1) *This Regulation was approved by Fundação para a Ciência e Tecnologia, I.P. (FCT), on the 31st March 2020, in accordance with Article 7 (1) of the Law no. 40/2004, of August 18th, amended by Decree-Law no. 202/2012, of August 27th, Decree-Law no. 233/2012, of October 29th, Law no. 12/2013, of January 29th, Decree-Law no. 89/2013, of July 9th and Decree-Law no. 123/2019, of August 28th (Fellowship Holder By-Laws/Estatuto do Bolseiro de Investigação (EBI) and applies to the fellowships awarded by Centro de Ciências do Mar do Algarve (CCMAR), to fund research activities, under the terms of the following articles.*
- 2) *The fellowship agreements do not generate labour relations or provisions of services and the fellowship holder does not acquire a public employee status.*

Article 2 Types of fellowships

The types of fellowships to be awarded are as follows:

- a) *Post-Doctoral Fellowships (BPD);*
- b) *Fellowships for Academic Achievement:*
 - i. *Doctoral Fellowships (BD);*
 - ii. *Corporate Doctoral Fellowships (BDE);*
 - iii. *Master's Fellowships (BM);*
- c) *Fellowships for Non-Academic Achievement:*
 - i. *Research Fellowships (BI);*
 - ii. *Scientific Initiation Fellowships (BIC).*

Section I Post-Doctoral Fellowships

Article 3 Post-Doctoral Fellowships (BPD)

- 1) *Post-doctoral Fellowships (BPD) are intended for PhDs who have been carrying out scientific research for less than three years and meet cumulatively the following conditions:*
 - a) *The post-doctoral research at issue should be carried out in a host institution distinct from the one where the research work leading to the award of a PhD was carried out;*
 - b) *The research activities at issue do not require post-doctoral experience;*
 - c) *The research activities at issue shall have a development and implementation period of three years or less;*
 - d) *The fellowship holder does not exceed, with the conclusion of the BPD agreement, an accumulated period of three years in that condition, consecutive or otherwise.*

- 2) *In order to calculate the maximum limit of the fellowship, the fellowships previously received by the candidate are included.*
- 3) *Upon termination of the BPD agreement, it is not allowed to celebrate new fellowship contracts between CCMAR and the same fellowship holder.*
- 4) *For the purposes of no. 1(a), distinct host institutions are considered to be:*
 - a) *Different organic units of the same higher education institution;*
 - b) *Private law entities, and their R&D units, legally distinct from the entities where the research was or will be carried out;*
 - c) *Different poles or delegations of the same private law entity.*

Section II
Fellowships for Academic Achievement

Article 4
Purpose

The fellowships regulated in this section are intended for R&D activities, by students enrolled in an integrated master's degree, master's degree or PhD, aiming at the consolidation of their scientific training, through the development of research work leading to the achievement of the respective academic degree, integrated or not in R&D projects.

Article 5
Doctoral Fellowships (BD)

- 1) *Doctoral Fellowships (BD) are intended for R&D activities carried out by students enrolled in a doctoral programme, with a view to consolidating their scientific training through the development of research work leading to the award of a doctoral degree.*
- 2) *The duration of the BD is in principle annual, extendable annually as a result of a positive evaluation, up to a maximum of four years, with no less than three consecutive months being accepted.*

Article 6
Corporate Doctoral Fellowships (BDE)

- 1) *Corporate Doctoral Fellowships (BDE) are intended for R&D activities, by students enrolled in a doctoral degree, in a business environment and aimed at topics of relevance to the corresponding company, provided they are accepted by the University that grants the corresponding doctoral degree.*
- 2) *The assignment of this BDE implies a work plan that specifies in detail the objectives, the conditions of support for the research activity of the fellowship holder in the company and the expected interaction between the company and the higher education institution where the fellowship holder applies for a doctoral degree. In particular, the form of articulation between the academic orientation of the doctoral degree by a Professor or researcher and the corresponding business supervision should be foreseen, in a protocol to be signed between CCMAR and the entities involved.*
- 3) *The duration of the BDE is in principle annual, extendable annually as a result of a positive evaluation, up to a total of four years, with no less than three consecutive months being accepted.*

Article 7
Master's Fellowships (BM)

- 1) *Master's Fellowships (BM) are intended for R&D activities, by students enrolled in an integrated Master's Degree or a Master's Degree, with a view to consolidating their scientific*

training, through the development of research work leading to the achievement of a Master's degree.

- 2) *The duration of the BM shall, in principle, be annual and extendable to a maximum of two years, with no less than three consecutive months being accepted.*
- 3) *BMs can be carried out at home country, mixed or abroad, depending on whether the work plan is fully, partially or not in national institutions.*

Section III
Fellowships for Non-Academic Achievement

Article 8
Purpose

The fellowships regulated in this section are intended for the performance of R&D activities, by graduates or masters, as long as they are enrolled in non-academic degree courses, which are integrated in the educational project of a higher education institution and developed in association or cooperation with one or more R&D units.

Article 9
Research Fellowships (BI)

- 1) *Research Fellowships (BI) are intended for holders of an academic degree, enrolled in study cycles not leading to academic degree, to obtain scientific training in research projects or other research support activities carried out at CCMAR, without prejudice to the observation of the provisions of the previous Article.*
- 2) *BIs may be renewed for additional periods until they reach one year.*
- 3) *BIs may only be granted to those who do not exceed, with the conclusion of the relevant fellowship contract, including possible renewals, an accumulated period of two years in this type of fellowship, consecutive or otherwise.*
- 4) *When the diploma is granted during the term of the fellowship contracts, the latter may continue, including possible renewals, under the terms written in the contracts.*
- 5) *BIs may be carried out at home country, mixed or abroad, depending on whether the work plan is fully, partially or not in national institutions.*

Article 10
Scientific Initiation Fellowships (BIC)

- 1) *The Scientific Initiation Grants (BIC) are intended for initial R&D activities, by students enrolled in a technical higher professional course, a degree, an integrated master's degree or a master's degree, aiming at the initiation or reinforcement of their scientific training, in R&D projects or other related activities developed by CCMAR.*
- 2) *BICs may also be used for initial R&D activities by graduates, provided that they are enrolled in non-academic degree courses, which are integrated in the educational project of a higher education institution and developed in association or cooperation with one or more R&D units.*
- 3) *BICs may not be awarded to those who have already benefited from any fellowship awarded under the EBI.*
- 4) *The BIC will have a maximum total duration of one year, depending on good school performance, and may not be granted for periods of less than one month.*

CHAPTER II

Fellowships award process

Article 11 Recruitment

- 1) *The call for tenders for the award of fellowships is advertised through public announcements, posted in the usual places for CCMAR general information, on CCMAR website and on Eracareers.pt portal. The announcements may be more widely disseminated by other means, namely educational institutions, through the Internet or through the media.*
- 2) *The tender notice shall contain:*
 - a) *the objectives of the fellowship;*
 - b) *the duration of the fellowship;*
 - c) *documentation to be delivered;*
 - d) *the means of application;*
 - e) *the deadline for application;*
 - f) *the responsible selection committee;*
 - g) *the seriation criteria;*
 - h) *the date and manner of publication of the results.*

Article 12 Selection of Candidates

- 1) *For each tender, the jury will be composed of a minimum of three PhD researchers.*
- 2) *Applications will be assessed in accordance with the pre-established criteria, the most relevant of which will be the merit and previous experience of the applicants, as best concretised in the tender notice.*
- 3) *Minutes shall be taken after the jury meetings, indicating the criteria applied and the decisions taken.*
- 4) *In the case of fellowships to be awarded under the framework of Research Projects funded by FCT or within the framework of the Research Unit/Associated Laboratory, or if other funding entities require so, copies of the minutes and reports of the fellowships for the corresponding period should be sent to the said entities.*

Article 13 Publication of results

- 1) *The results of the evaluation shall be made public within 90 working days after the deadline for applications by means of written communication to the candidates.*
- 2) *The candidates have a period of 10 working days, after the publication of the results, under the preliminary hearing right, to pronounce themselves, if wanted, in accordance with the Administrative Procedure Code.*
- 3) *The final decision shall be taken no later than 10 working days after the conclusion of the preliminary hearing.*
- 4) *The final decision may be complained within 15 working days, or an appeal may be made to CCMAR Board of Directors, within 30 working days, both after the respective notification.*

Article 14 Deadline for acceptance

Within 10 working days after notification of fellowship award, the candidate must confirm acceptance in writing and communicate the effective start date of the fellowship.

Article 15 Fellowships by direct award

- 1) *In exceptional situations, duly justified and approved by the CCMAR Board of Directors, fellowships may be awarded directly, provided the nature of the fund allows so, within the legal framework.*
- 2) *The attribution of fellowships by direct award does not prejudice the compliance with eligibility requirements and other conditions stipulated for each type of fellowships, being only exempt from call for tender, under the terms of Articles 11 to 14 of this Regulation.*

Article 16
Fellowship holder status

- 1) *The Fellowship Holder Status is automatically granted upon the signature of the contract, and always refers to the start date of the fellowship.*
- 2) *CCMAR shall be authorised to issue, for its fellowship holders, as well as for the fellowship holders of whom it is only a host institution, all the documents proving their status as fellowship holders.*

Article 17
Fellowship Holder Office

The fellowship holder office, responsible for providing information about the status, works in CCMAR Human Resources, from Monday to Friday in the morning, and is composed by a senior technician.

CHAPTER III
Fellowship regimen

Article 18
Contract

- 1) *The fellowship is granted by means of a monthly maintenance allowance, under the conditions described in written contract signed in duplicate by the fellowship holder.*
- 2) *The contract must contain the following information:*
 - a) *ID and residence of the fellowship holder;*
 - b) *Identification of the scientific advisor or coordinator;*
 - c) *Identification of the host institution and funding entity;*
 - d) *Type of fellowship;*
 - e) *Place of the activity, its plan and the researcher responsible for the project;*
 - f) *Start and end of the fellowship;*
 - g) *Property information;*
 - h) *Indication of the existence of personal accident or occupational accident insurance;*
 - i) *Indication of whether or not contributions for voluntary social insurance will be made;*
 - j) *Date of signature;*
 - k) *Applicable Regulation.*

Article 19
Fellowship renewal

- 1) *The fellowship may be renewed for additional periods, up to the maximum duration, and the renewal must be communicated in writing to the fellowship holder.*
- 2) *The request for renewal of the fellowship must be addressed to the President of CCMAR Board of Directors and must be added by the opinion of the scientific advisor/supervisor on the activities carried out and their evaluation.*

- 3) *In the cases of BM, BDE and BD, the request for renewal must also include a work report, a plan of future work and the opinion of the academic institution in which the fellowship holder is enrolled.*
- 4) *The request for renewal must be submitted by the fellowship holder at least 60 days before the end of the fellowship.*
- 5) *The scientific advisor/supervisor shall be personally responsible for the evaluation trueness and accuracy, in accordance with no. 2.*
- 6) *The renewal of the fellowship does not require a new contract and it is communicated in writing to the fellowship holder by CCMAR Board of Directors.*

Article 20
Exclusivity

- 1) *Each fellowship holder may not at the same time be the beneficiary of another fellowship provided for in this Regulation.*
- 2) *The performance of functions as a fellowship holder shall be carried out on an exclusive basis, and the exercise of any other job or paid public or private activity, including liberal job, shall not be permitted, except as provided in the following paragraphs.*
- 3) *However, it is compatible with the exclusivity regimen the receipt of remuneration arising from:*
 - a) *Copyright and industrial property rights;*
 - b) *Conducting conferences and lectures, short professional training courses and other similar activities;*
 - c) *Daily allowance and travel expenses;*
 - d) *Performance of duties in the host institution board;*
 - e) *Participation in consultative bodies of an institution other than the one to which the fellowship holder belongs, provided that with the prior consent of the latter;*
 - f) *Participation in juries of tenders, examinations or assessments, outside the host institution;*
 - g) *Participation in juries and committees for the evaluation and issuing of opinions requested by national or foreign bodies;*
 - h) *Teaching services provided by the fellowship holders at a higher education institution with its agreement, and the prior authorisation of the host institution, without prejudice to the feasibility of the fellowship work programme, provided it is up to a maximum of four hours per week, not exceeding an average value of three hours per week per semester, and cannot yet cover the sole responsibility for courses or course units.*
- 4) *It is also considered compatible with the exclusivity regimen the performance of activities outside the host institution, even if paid, provided that they are directly related to the fellowship activity plan or occasionally performed and does not hindering the execution of the work program.*

Article 21
Work plan amendment

The work plan amendment depends on the authorization of CCMAR Board of Directors, and the request of the fellowship holder must be completed with the opinion of the supervisor.

Article 22
Mention of support

In all the work carried out by the fellowship holder, a mention to CCMAR and the origin of the funding must be made, in accordance with the established conditions.

CHAPTER IV
Fellowships financial conditions

Article 23
Components of the fellowship

- 1) *Depending on the type of fellowship and the situation of the fellowship holder, the fellowship may include the following components:*
 - a) *Registration, enrolment or tuition fees for fellowships leading to an academic degree or diploma, which the amounts are set out in Table 2 of Annex I to this Regulation;*
 - b) *Travel allowance, when duly authorised, and daily allowance in accordance with the scale in force in public sector.*
- 2) *Whenever the fellowship holder is not in national territory, provided that it is duly proven, the following components may also be added, which the amounts are set out in Table 2 of Annex I to this Regulation:*
 - a) *One-off travel allowance;*
 - b) *One-off installation allowance, for stays of six or more consecutive months.*
- 3) *Fellowship holders may receive a one-off allowance for participation in scientific meetings in accordance with Table 2 of Annex I to this Regulation.*
- 4) *Under no circumstances food/holiday/Christmas or other allowances not expressly provided in this Regulations shall be paid.*

Article 24
Monthly maintenance allowances

- 1) *The monthly maintenance allowances are set out in Table 1 of Annex I to this Regulation, which forms an integral part thereof.*
- 2) *The monthly maintenance allowances will be updated in the same way as the FCT Research Fellowship Regulation, and no new regulations will be required to be approved by the FCT.*

Article 25
Payment frequency

The payments due to the fellowship holders are made monthly by bank transfer.

Article 26
Other benefits

- 1) *The fellowship holder benefits from personal accident or occupational accident insurance.*
- 2) *The fellowship holder may benefit from a rest period, to be agreed with the supervisor, and as long as it does not exceed 22 working days per 12 months, distributed in order not to compromise the work plan.*
- 3) *The fellowship holder may, if he or she so wishes, benefit from social security protection as referred to in Article 10 of the EBI.*
- 4) *The fellowship holder shall also benefit from all other rights arising from the EBI, from this Regulation or from the fellowship contract.*

CHAPTER V
Cancellation and termination of fellowships

Article 27
Term

The fellowship contract expires on its term or in accordance with the last renewal notice, and it is not necessary to issue a specific notice to this effect.

Article 28
Final fellowship report

- 1) *The fellowship holder must submit, no later than 30 days after the end of the fellowship, a final report about the activities carried out, including the communications and publications resulting from said activities, along with by the opinion of the supervisor or the person responsible for the respective activity.*
- 2) *Non-compliance with the provisions of the preceding paragraph, due to an event attributable to the fellowship holder, implies non-compliance with the objectives, as provided in this Regulation.*

Article 29
Cancellation of the fellowship

- 1) *The fellowship may be cancelled, by reasoned decision of CCMAR Board of Directors, in the event of non-compliance with the duties of the fellowship holder set forth in this Regulation and in the EBI, and a refund of all or part of the amounts given to the fellowship holder may be required, as the case may be.*
- 2) *The fellowship may be cancelled, by the fellowship holder, by sending a letter to CCMAR Board of Directors, at least 30 days in advance, unless the advisor authorizes it.*
- 3) *Without prejudice to the provisions of criminal law, the cancellation of the fellowship also implies the providing of false declarations by the fellowship holder, on matters relevant to the granting of the fellowship or the assessment of its development.*
- 4) *The facts that led to the cancellation of the fellowship will be communicated by CCMAR to FCT, for the purpose of cancelling the status of fellowship holder.*

Article 30
Early fulfilment and non-fulfilment of objectives

- 1) *When the objectives of the fellowship are achieved before the original deadline, the fellowship is cancelled and payment is no longer due, from the end of the work on.*
- 2) *The fellowship holder who does not achieve the objectives established in the work plan, or whose fellowship is cancelled due to a serious breach of his/her duties, for reasons attributable to him/her, may be obliged to return all or part of the received amounts, depending on the circumstances, in accordance with article 18 of the EBI.*
- 3) *Any undue amount received by the grantee must be refunded within 30 days of cancellation of the fellowship.*

CHAPTER VI
Final provisions

Article 31
Equal opportunities

- 1) *CCMAR actively promotes equal opportunities, dignity and respect for all people.*
- 2) *CCMAR also considers that the difference is an added value and therefore all fellowship holders are considered only for their merit, attitude and competence.*
- 3) *Any form of discrimination, harassment, violence, or abuse of power is totally prohibited.*

- 4) *No person shall be privileged, benefitted, harmed or deprived of any right or duty on account of, inter alia, parentage, age, gender, sexual orientation, marital status, family situation, economic situation, origin or social condition, genetic heritage, disability, chronic illness, nationality, ethnicity, territory of origin, language, religion, political or ideological beliefs and trade union membership.*

Article 32
Silent cases

The silent cases in this Regulation shall be solved by order of CCMAR Board of Directors, upon request submitted to the Human Resources Officer, taking into account the EBI principles and standards.

Article 33
Entry into force

This Regulation shall enter into force as soon as they are approved by FCT, in accordance with current legislation.

ANNEX I

Table 1: Fellowship monthly maintenance allowances

Type of bag	Value (Euros)	
	Portugal	Foreigner
Post-Doctoral fellowship (BPD)	1600	2403
<i>Fellowship for Academic Achievement</i>		
Doctoral Fellowship (BD)	1064	1865
Corporate Doctoral Fellowship (BDE)	1064	1865
Master's Fellowship (BM)	798	1552
<i>Fellowships for Non-Academic Achievement</i>		
Research Fellowship (BI)		

<i>(masters)</i>	1064	1865
<i>(graduates)</i>	798	1552
<i>Scientific Initiation Fellowship (BIC)</i>	412	

Note: CCMAR is responsible for increasing the monthly maintenance or other allowances regulated by this Regulation, as long as previously authorized by CCMAR Board of Directors.

Table 2: Other allowances

Type of subsidy	Value (Euros)	
	Europe	Outside Europe
<i>Registration, enrolment or tuition fee</i>	2750	8000
<i>One-off travel allowance</i>	300	600
<i>One-off installation allowance</i>	1000	1000
<i>Presentation of papers in scientific meetings</i>	750	750

In case of any question, please check the original version