

Regulation of Project Fellowships of ARDITI - Agência Regional para o Desenvolvimento da Investigação, Tecnologia e Inovação

CHAPTER I Purpose and scope

ARTICLE 1 PURPOSE

1. These Regulations determine the selection, contracting and legal regime applicable to the fellowship holders funded by Agência Regional para o Desenvolvimento da Investigação, Tecnologia e Inovação - Associação, hereinafter referred to as ARDITI.
2. For the purposes of these Regulations, fellowship holders are the beneficiaries of the respective Statute, as provided for in Law No. 40/2004, of 18 August.

ARTICLE 2 SCOPE

1. These Regulations are applicable to the types of fellowship defined in Chapter II.

CHAPTER II Types of Fellowship

ARTICLE 3 VISITING SCIENTIST FELLOWSHIPS

1. The visiting scientist fellowships (BCC) are intended for PhD holders who have scientific curricula of high merit, for the development and realisation of research activities at ARDITI, including management and coordination of research projects.
2. The total duration of this kind of fellowship may vary between one month and three years.

ARTICLE 4 RESEARCH FELLOWSHIPS

1. Research fellowships (BI) are aimed at graduates, Masters or PhD holders, so as to obtain scientific training within research projects at ARDITI.
2. As a rule, the duration of the scholarship is annual, renewable up to a maximum of five years and may not be awarded for periods of less than three consecutive months.



ARTICLE 5

SCIENTIFIC INITIATION STUDENTSHIPS

1. Scientific Initiation Studentships (BIC) are intended for students enrolled for the first time in the 1st cycle of a higher educational institution or in an integrated Masters course, to initiate or reinforce their scientific training, within research projects to be developed at ARDITI.
2. As a rule, the duration of the studentship is annual, renewable up to two years depending on good academic performance and may not be awarded for periods of less than three consecutive months.

ARTICLE 6

SCIENCE AND TECHNOLOGY MANAGEMENT FELLOWSHIPS

1. The Science and Technology Management Fellowships (BGCT) are aimed at graduates, Masters and PhD holders, with the purpose of providing supplementary training in management of science, technology and innovation programmes or in the observation and monitoring of the national or regional scientific and technological systems.
2. As a rule, the duration of the fellowship is annual, renewable up to a maximum of six years and may not be awarded for periods of less than three consecutive months.
3. The monthly stipend to be awarded is established in accordance with the applicant's qualifications, their previous experience, and complexity of the approved work programme, within the range established in the table attached to this regulation.

ARTICLE 7

RESEARCH TECHNICIAN FELLOWSHIPS

1. Research Technician Fellowships (BTI) aim to provide supplementary, specialised training, at ARDITI, to technicians that may support the operation and maintenance of equipment and infrastructures of a scientific nature, and other important activities for the national or regional scientific and technological system.
2. The duration of the studentship is variable, up to a maximum of five years and may not be awarded for periods of less than three consecutive months.



CHAPTER III

Scientific research fellowship scheme

ARTICLE 8

APPLICANTS

1. Notwithstanding that established in the numbers below, applicants for the fellowships should comply with the following:
 - a) Be Portuguese citizens, or citizens of other European Union member states;
 - b) Be third-country nationals holders of valid residence permits or who have acquired long term resident status, pursuant to Law no. 23/2007, of 4 July and amended by Law no. 29/2012 of 9 August;
 - c) Be nationals of third-countries with which Portugal has signed reciprocity agreements.
 - d) Be nationals of third-countries when, in the respective call for funding, an individual interview-based selection method is foreseen.

ARTICLE 9

NOTICE OF CALLS

1. Calls are launched for one or more types of fellowship covered by this current regulation.
2. The calls are announced on the Internet, on ARDITI website, and also, when considered appropriate, through other means of communication.
3. Besides other specific requirements, the call for applications should indicate the type of fellowship on offer, the target recipients, its duration, including renewals, deadlines and the procedure of application, the selection criteria, the evaluation panel, the applicable legal and regulatory framework, as well as respective funding sources.
4. The constitution of the evaluation panel is public and should be made known to applicants by the start of the evaluation phase.

ARTICLE 10

SUPPORTING DOCUMENTS FOR THE APPLICATION

1. In addition to any other documentation which may be specified in the notice of the call, the fellowship application should include the documentation referred to in the paragraphs below.
2. The following documents must be submitted when applying, or the application will be disqualified:
 - a) Supporting documents attesting that the applicant fulfils all the required conditions for the relevant type of fellowship, namely certificates of all the academic degrees obtained;



- b) The applicant's Curriculum Vitae;
3. The following documents must be submitted at the time of the conditional awarding of the fellowship:
 - a) Copy of the identification document (personal ID);
 - b) Document proving the country of residence, residence permit or other legally equivalent document, when applicable.

ARTICLE 11 EVALUATION OF APPLICATIONS

1. Evaluation of submitted applications is carried out in accordance with the parameters foreseen in the notice of the call for applications.
2. The awarding of the fellowship shall always be dependent on compliance with the requirements set out in the notice of the call, on the result of the evaluation and of the receipt of the required documents.

ARTICLE 12 RELEASE OF RESULTS

1. The evaluation results are released as indicated in the notice of the call, up to 90 working days after the deadline for submission of applications.
2. If the decision on awarding the fellowship applied for is unfavorable, applicants have a period of 10 working days, as of the above-mentioned release, to submit their comments by means of a previously scheduled appeals process, under the terms established in the Administrative Procedure Code, if they so wish.
3. In relation to the final decision referred to in the previous number, an appeal may be lodged with the Board of Directors of ARDITI within 15 working days after the relevant notification.
4. All communication foreseen in this article shall take place electronically, via email, using the email address as published in the notice of the call for applications.

ARTICLE 13 AWARD OF THE FELLOWSHIPS

1. The awarding of the fellowship takes place through the allocation of funding under the conditions foreseen in these Regulations and in the fellowship contract to be signed by ARDITI and the fellowship holder.
2. Fellowships will not be awarded to anyone who is in a non-justified default situation in relation to applicants' obligations regarding a previous fellowship, either direct or indirectly funded by ARDITI,



namely non-submission of the final or interim report or unsettled payments, in accordance with the applicable law or regulations.

3. Once the fellowship is granted and confirmed by the candidate, a fellowship contract is signed between ARDITI and the fellowship holder, in which the rights and obligations of both parties are established.
4. Within 15 working days immediately following reception of the research fellowship contract, the holder should return it to the funding entity, duly signed.

ARTICLE 14 RENEWAL OF FELLOWSHIPS

1. The fellowships may be renewed for additional periods up to the limit of the maximum duration, provided the criteria for the award are still conformed to at the date of renewal.
2. Up to 30 days before the beginning of the new period of the fellowship, the fellowship holder should submit a request for its renewal to ARDITI, together with supporting documents demonstrating compliance with that established in the following numbers.
3. It is up to the supervisors the responsibility to issue evaluation reports on the mentoring of the fellowship holder's work and on the evaluation of the fellowship holder's activities.
4. The supervisors are personally responsible for the veracity and accuracy of the evaluation that they submit, in accordance with that established in the previous number.
5. The report referred to in nr. 3 should include an assessment on the accomplishment of the agreed work programme by the fellowship holder and on the suitability of the fellowship renewal.
6. The process on the application for renewal of the scholarship will necessarily be presented by letter and be accompanied by the following documentation:
 - a) A detailed report on the work carried out, which should contain the URL of oral presentations, publications and scientific creations resulting from the research that was undertaken, if any;
 - b) Work-plan to be carried out;
 - c) The supervisor's or the person responsible for the work of the candidate evaluation of the documents referred to in the previous subparagraph a) and b) regarding the need for the renewal of the fellowship and the fulfillment of the agreed work-plan;
 - d) Statement of the Host Institution on the mentoring of the work of the fellowship holders and evaluation of their activities;



- e) Updated document proving the professional situation, indicating the nature of the bond, functions, and average annual teaching workload (if applicable). May be replaced by a declaration of honor if there is no professional activity or service provision.

ARTICLE 15 EXCLUSIVENESS

1. Each fellowship holder may not be the beneficiary of another concurrent fellowship of any type, except when expressly agreed upon between the funding entities.
2. The fellowship holders' functions are carried out under a scheme of exclusive dedication, in accordance with the terms established in the Research Fellowship Holder's Statute. The feasibility of the work should be safeguarded, under penalty of non-allocation or cancellation of the fellowship.
3. The fellowship holder is under the obligation to inform ARDITI about awards of any other fellowship or grant, from any other Portuguese, foreign or international institution, as well as about any type of remunerated activity, about any enrollment in a course, whenever any of these facts were not initially foreseen in their application.

ARTICLE 16 COMPONENTS OF THE FELLOWSHIPS

1. In accordance with the type of fellowship and the applicant's situation, a monthly maintenance stipend is awarded, under the terms described in the table attached to these regulations (Annex I), of which it is an integral part.
2. The values of the grants listed in Annex I are equivalent to the amounts applied to the fellowships defined by the Portuguese Foundation for Science and Technology (FCT). Annex I will be updated whenever the values are updated by FCT.
3. Whenever the work programme does not comprise a period of one full month, the monthly stipend of that month shall be proportional to the number of days effectively covered.
4. No food, vacation, Christmas allowance or any other income which are not expressly referred to in these regulations or in the Research Fellowship Holder's Statute are due.

ARTICLE 17 PAYMENT OF FELLOWSHIP COMPONENTS

Payments due to the fellowship holder are made by bank transfer, to the account identified in the fellowship holder's file.



ARTICLE 18 **PERSONAL ACCIDENT INSURANCE**

All fellowship holders are entitled to a personal accident insurance policy covering research activities, which is paid by ARDITI.

ARTICLE 20 **SOCIAL SECURITY**

1. Fellowship holders should ensure their right to social security by joining the voluntary social insurance scheme under the terms established in the Research Fellowship Holder Statute. ARDITI takes on the costs of the contributions foreseen in that statute.
2. In the case specified in subparagraph f) of nr. 1 of Article 9 of the Research Fellowship Holder Statute, ARDITI ensures the payment of the monthly maintenance stipend during suspensions due to parenthood and adoption, whenever the fellowship holder does not receive any other applicable benefits within the scope of the social protection system.

ARTICLE 21 **FINAL FELLOWSHIP REPORT**

1. Up to 60 days after conclusion of the fellowship the fellowship holder should submit a final report of their activities to ARDITI. The activity report should be preferably submitted in electronic form and include the URL addresses of all oral communications, publications and scientific creations stemming from the activity carried out, together with the supervisors' report.
2. Noncompliance with that established in the previous number due to a circumstance ascribable to the fellowship holder implies non-compliance of the objectives, under the terms established in this Regulation.

ARTICLE 22 **FALSE DECLARATIONS**

Notwithstanding that established in Criminal Law, any false declarations by fellowship holders on relevant matters for the awarding or renewal of the fellowship, or for the assessment of its development, shall lead to the termination of the fellowship.



ARTICLE 23 NON-FULFILLMENT OF OBJECTIVES

A fellowship holder who does not attain the objectives set out in the approved work programme, or whose fellowship is cancelled due to serious violation of his/her duties for reasons ascribable to the fellowship holder, may be forced to refund the total or part of the amounts already received, according to the circumstances of each case.

ARTICLE 24 CANCELLATION OF THE FELLOWSHIP

1. The fellowship may be cancelled as a result of an inspection carried out by ARDITI after analysis of the data provided by the fellowship holder or by the supervisors.
2. A negative evaluation of the fellowship holder's performance by any of the entities referred to in the previous number will result, as a rule, in cancellation of the fellowship, after ARDITI hears the fellowship holder.
3. Besides the reasons expressly provided for in this document, any serious or reiterated violation of the fellowship holder's duties contained in these regulations and in the Research Fellowship Holder Statute determines the cancellation of the fellowship. According to each specific case, a total or partial refund of the amounts awarded to the fellowship holder may be claimed.

ARTICLE 25 MENTION OF SUPPORT RECEIVED AND RELEASE OF RESULTS

1. Mention of the financial support by ARDITI and related Funding Programme should be included in all publications and scientific creations, as well as in theses that have been completed with the support laid down in these Regulations.
2. Where research fellowships are supported by European funds, particularly ESF or ERDF, all documents should contain the logos of the programme and of the EU, following the published style guide of each operational programme.
3. The release of results of the research funded under these Regulations should comply with ARDITI's policy and standards regarding open access to data and publications.

ARTICLE 26 MONITORING AND CONTROL

1. Monitoring of fellowships is carried out by the scientific supervisor, or by the person responsible for following the fellowship holder's activity.



2. Control is accomplished through analysis of the renewal requests and final reports
3. In all activities supported by European funding, especially in the case of actions supported by ESF or ERDF, monitoring and control actions by national and European Union bodies may be carried out, according to the applicable legislation on this issue. The funded fellowship holders are under the obligation to provide all requested information, which may also be used in evaluation studies in this area.

ARTICLE 27 CASES NOT COVERED

Any omissions in these Regulations are settled by ARDITI, guided by the principles and standards contained in applicable national and EU legislation.

ARTICLE 28 ENTRY INTO FORCE AND EFFECT

This Regulation shall enter into force on the working day following its approval by FCT, I.P.



Annex I

Fellowship amounts

Type of Fellowship	Monthly stipends (Euro)
Visiting Scientist Fellowship (BCC)	2 080,39 - 2 676,24
Research Fellowship (BI)	
PhD	1 509,80
Masters	989,70
Graduate	752,38
Scientific Initiation Fellowship (BIC)	388,81
Science and Technology Management Fellowship (BGCT)	
PhD	1 509,80 - 2 014,75
Masters	989,70 - 1 494,65
Graduate	752,38 - 1 257,33
Research Technician Fellowship (BTI)	
Graduate	752,38
No academic degree	570,59

