

Composition of the Administrative Support Unit for Research Fellows: Vice-Rector of the University of Aveiro: Professor Artur Manuel Soares da Silva; Head of The Contracts and Labour Conditions Division: Lic. Cátia Pôncio; Administrative Officers: Fátima Serafim (tel:52163); Ana Moraes (tel:52387);

Competences and main activities

- To provide information to research fellows and scholars of the University of Aveiro on their official status and on the regulations pertaining to research fellowships and scholarships at UA;
- To handle the administrative procedures relating to research fellowship and scholarship contracts;
- To provide guidance to UA departments/coordinators concerning the administrative requirements for the admission of research fellows.

If you are a research fellow at the University of Aveiro, you should be acquainted with the following:

EBIC – Status of Scientific Research Fellow (Decree 40/2004, 18th August)

RBICUA – Regulations of UA Research Scholarship Programme (UA Dispatch published in DR Desp. n.º 341/2011 (2nd series), 20th May; Approved by FCT.

NBIUA – Administrative Support Unit for Research Fellows

ABIC – Association of Research Scholars and Fellows

Nature of Research Fellow Status

(EBIC - Decree 40/2004, 18th August, Article 4)

Scholarship/Fellowship contracts do not bring labour or service provision relations into effect between the contractor and the contracted researcher and do not confer employee status.

Exclusive Dedication Regime (EBIC - Decree 40/2004, 18th August, Article 5 combined with Article 5 of the RBICUA)

The occupation of the research fellow / scholar is carried out under the terms of the Exclusive Dedication Regime, whereby it is not permitted to exercise any other public or private professional employment or remunerated activity, including the exercise of liberal professions, save in the case of the following exceptions: a) Authors' royalties and intellectual property royalties; b) Realisation of conferences, talks, short-term professional training courses and comparable activities; c) Per diem allowances and travel expenses; d) Exercise of activities in departments/units of the institution with which the research fellow / scholar has celebrated the research contract; e) Participation in consultative bodies of third institutions on the condition that the institution with which the research fellow / scholar has celebrated a contract is in (previous) agreement with this participation; f) Participation in panels of adjudicators for open competitions or examination boards for third institutions; g) Participation in evaluation panels and commissions issuing studies and advisory reports for national or international organisations.

Activities carried out externally, even when remunerated, can be considered compatible with the Exclusive Dedication Regime if directly related with the plan of scientific activity for which the scholarship / fellowship was awarded and only if such activities are not carried out on a permanent basis. Income generated from activities carried out within the context of external contracts or projects can only be generated when submitted to higher consideration for approval.

In addition, teaching activities are compatible with the Exclusive Dedication Regime. However, the payment cannot exceed the equivalent that of the category of part-time auxiliary professor.

Scholarship / fellowship holders cannot benefit simultaneously from any other scholarship / fellowship. Each scholarship holder can receive once only the same kind of scholarship / fellowship unless exceptionally it is indented for different research work with different objectives. The scholarship / fellowship holders cannot accumulate remunerations from teaching activities and income from activities carried out within the context of external contracts or projects simultaneously.

Rights of Research Fellows (EBIC - Decree 40/2004, 18th August, Article 9)

- To benefit from a special Social Security scheme; (see note overleaf)
- To benefit from personal accident coverage arranged by UA, which includes coverage in the case of travel abroad; (see note overleaf)
- To suspend activities financed by the scholarship / fellowship in the case of maternity, paternity, adoption, assistance to children in illness, assistance to disabled persons and assistance to children and family under the terms and conditions established within the context of the general laws applicable to public administration employees; (see note overleaf)
- To suspend activities financed by the fellowship / scholarship due to illness, if confirmed with a medical certificate; (see note overleaf)
- To benefit from a holiday period of 22 working days per year;
- Research fellows working under external contracts that give rise to labour relations also have the right to accumulate service time for all legal purposes (pensions, automatic promotions etc.).
- The scholarship / fellowship payments are recognised for the purpose of applications for housing loans and home leasing incentive schemes. The University of Aveiro will provide documental evidence of the scholarship / fellowship to eligible applicants upon request.
- To benefit from postponement of obligatory military service under the terms of the legislation in place;
- To receive the fellowship / scholarship payments regularly and on time;
- To obtain the necessary technical and logistical support in order to pursue the plan of scientific activities;
- To have any doubts or queries regarding the research fellow / scholar status answered;
- To benefit from all other rights as laid down in the law, the regulations or the research contract, such as the right to family benefits. (see note overleaf)

Obligations of Research Fellows (EBIC - Decree 40/2004, 18th August, Article 12)

- To complete the plan of scientific activities on time, without incurring unilateral alterations;
- To respect the internal rules of the host institution as well as the assistance of the supervisor;
- To present the required research reports on time;
- To communicate to the University of Aveiro any occurrence that justifies the suspension of the scholarship / fellowship;
- To collaborate with the competent authorities in monitoring the progress of the research scholar / fellow, by providing information on scientific activities and responding to requests made in that regard;
- To present a final report of activities carried out within the context of the research scholarship / fellowship within sixty days following the termination of the research contract, including a list of communications and publications. In the case where the scientific activity carried out within the context of the research scholarship has led to the conferral of an academic degree, a copy of the final thesis should be submitted. (The final report template is given in Annex II of the Regulations of UA Research Scholarship Programme. The final report can be delivered in Portuguese or in English using the final report form (you can request such a form from the LEGUA database at <http://legua.ua.pt/?dir=/Procedimentos/ARH>)
- To comply with any other obligations pertaining to the law, the regulations or the contract.

Cause for termination of the contract and ensuing cancellation of Status (EBIC - Decree 40/2004, 18th August, Article 17)

The research contract can be terminated under the following circumstances: Failure to fulfil the obligations incurred in the contract; submission of false statements; failure to conclude the plan of scientific activities or upon mutual accord between the parties to the research contract (e.g. in a case where circumstance arise in which the contracted researcher initiates a labour relation with the University). In the case of deliberate non-compliance with the terms of the research contract on the part of the research fellow, the financing entity reserves the right to request a refund of the scholarship payments. Withdrawal from the contract is not considered non-compliance with the research contract as long as 30 days are provided.

PERSONAL ACCIDENT INSURANCE

(This information is completed by reading the insurance policy)

Insurance claims for accidents can only be made in the case of accidents pertaining to scientific activities carried out within the context of the research contract (in Portugal or abroad).

Coverage includes

- Personal accident (permanent injury; death; hospital treatment expenses; funeral expenses);
- Civil liability;
- Food poisoning;
- Poisoning derived from use of laboratory products;
- Sports;
- Activities organized by the Cultural Society of the Students Union;
- Illness contracted during the contractual period;
- Travel for the purpose of receiving medical treatment (when the necessary medical resources are not available locally, the insurance policy covers the costs of travel to and from the medical assistance establishment);
- Whenever an accident results in damage to auxiliary means of locomotion or implants that the insured person had already used (repair and substitution).

RESEARCH FELLOWSHIP SUSPENSION

Research fellowship suspension owing to maternity, paternity, adoption, assistance to children in illness, assistance to disabled persons and assistance to direct dependents, as referred in f) and g) of Decree 40/2004, 18th August, Article 9, occurs without interruption of grant payments.

The time of suspension counts from first working day of activity such that the total scholarship duration established in the initial agreement remains unchanged and to that effect the end date is extended for a period of time equal to the interruption (Decree 40/2004, 18th August, Article 9, no. 3.).

In these cases the following should be considered:

- The established conditions and periods are those laid down in the general Portuguese law applied to public service employees.
- The document confirming the motive for suspension should be sent to the Human Resources Division of UA.
- The research project coordinator should inform the funding entity of the suspension and request redistribution of funds or extra funds, particularly if the fellowship ends beyond the project's contractual period or if the project's budget is not sufficient to meet the additional costs resulting from the suspension of activities of the research fellow.

VOLUNTARY SOCIAL SECURITY

Scientific Research Fellow Status (Decree 40/04, 18th August, Article 10) recognizes the research fellow's right of being covered by a special social security scheme – Voluntary Social Security (Decree 40/89, 1st February).

The research fellow has the right to a refund (by the project/institution responsible for paying the research grant) of the cost of the 1st level amount of the social security contribution paid (i.e. basic social security coverage). If the research fellow chooses to be covered by a higher level (from among of 6 existing social security coverage levels) he will have to fund the additional cost of that higher level.

Risks covered: disability, old-age pension, survivor's pension, maternity, paternity, adoption, sickness and occupational illnesses.

Conditions under which the research fellow is covered by the Social Security System:

- Minimum age of 18;
- Capacity to work;
- Coverage by Scientific Research Fellow Status;
- Possession of research grant of 6 months minimum duration;
- Not covered by compulsory social security schemes or if covered, the same are not binding for the Portuguese social security system.

Registration

- Registration takes place the Social Security Institute located nearest the place of residence. The following documents are required:
- Appropriate application form – MOD.RV1007/2002-DGSSS (available at [Segurança Social website](#));
- Identity Card or Passport;
- A statement certifying the Scientific Research Fellow Status (*can be requested by e-mail: sqrhf-nbolseiro@ua.pt*)
- Declaration of honour stating that the researcher is not covered by compulsory social security schemes.

Payments and Reimbursements:

- The research fellow is directly responsible for the monthly payment of voluntary social security at the Social Security Institute. Payments also may be made at ATM (Automatic Teller Machine) or at the post offices.
- After 6 months it is possible to request a reimbursement of payments made. This request can be made via the Administrative Support Unit for Research Fellows (for PhD scholars) or at the secretariat of the host research unit.

Coming into effect of Social Security

Voluntary Social Insurance comes into effect on the start date of the research contract. Those who register after the start date of the contract can do so retroactively.

Monthly amount:

1st level: 128,98 (29,6% do IAS (*Indexante dos Apoios Sociais*), € 435,76 para 2019).

FAMILY BENEFIT FOR CHILDREN AND YOUNG PERSONS

Decree 176/2003, August 2nd (family benefits scheme), as amended by Decree 41/2006, 21st February (to include bearers of resident permits). Decree 308-A/2007, September 5th

Family Benefit for children and young persons is a monthly allowance to assist with education expenses.

Who is entitled?

National foreign citizens, refugees and stateless persons residing in the national territory (owners of residency visa or others, like exposed in Decree 458/2006, 18th May). Check with the Social Security Institute whether you fulfil the minimum criteria to benefit.

Request

- The request to receive this benefit is made at the Social Security Institute using the appropriate claims forms and supporting documentation

Consult

<http://www.seg-social.pt/> (Rights and Obligations/ Family, Children And Young Persons / Children And Young Persons / Family Benefits)

ACCESS TO HEALTHCARE

"Under the conventions celebrated between the grant funding body and the health services, research fellows have access to healthcare" (Article 11 of Research Scientific Fellowship Member Statute)

Healthcare on Campus

Healthcare services available in the Social Action Services of University of Aveiro (SASUA) are:

- General practice
- Nursing services

Research fellows may obtain information about other medical services available within the scope of conventions between UA and health care structures in SASUA (www.ua.pt/sas)

Under all circumstances of use of the health care services referred above, research fellows must show their research identity card.

Other information:

The post graduated research fellow should treat of all the issues related with student responsibilities (registrations, fees) in the Academic Services offices.