

REGULATION GOVERNING POST-DOCTORAL STUDIES AT THE FEUC

(reviewed in February 2023)

Foreword

The Faculty of Economics of the University of Coimbra (hereinafter FEUC) is a teaching and research unit of the University of Coimbra. The FEUC is a multidisciplinary unit engaged in developing, disseminating and sharing science and culture, assuming interdisciplinarity as part of its identity. The principle of interdisciplinary cooperation is key for its scientific and pedagogical strategy, internal organization and external affirmation. Part of its mission is the development of high-quality scientific research, according to the best international standards, in the School's eight scientific areas, including the promotion of teacher and researcher, student and graduate mobility, both nationally and internationally, namely within the European space of higher education and in the Community of Portuguese Speaking Countries. In this context, the FEUC seeks to foster post-doctoral studies and research, both inside and outside Portugal.

This Regulation lays down the rules that apply to the Post-doctoral research projects conducted at the FEUC.

Article 1

Object

This Regulation sets forth the rights, obligations and conditions of access for national and foreign doctoral researchers who are conducting post-doctoral research at the FEUC.

Article 2

Definition

"Post-doctoral studies and research" is a personal research project that can take a variable number of semesters to be completed, depending on its specificity. With some exceptions, the duration is a minimum of two semesters.

Article 3

Eligibility Conditions

1. Applicants to post-doctoral research projects must hold a PhD degree or equivalent, regardless of nationality.
2. Applications to individual post-doctoral research projects must be sent to the Director of the FEUC and to the School of Advanced Studies (eea@fe.uc.pt). The application may specify a preferential advisor among the FEUC's post-doctoral fellows, or may indicate a post-doctoral fellow of the FEUC who will supervise the applicant's post-doctoral research in case of approval, as endorsed in the first place by the lead researcher.
3. The application may be submitted at any given moment a reasonable time in advance for beginning the academic semester chosen by the candidate.
4. The application form shall include the applicant's *curriculum vitae*, a copy of the PhD degree certificate or equivalent, a structured work plan (which shall include title, key objectives, project description, state of the art, expected results and timeline) of the activities to be developed and other information that the applicant deems relevant (recommendation letters, publications, etc.).
5. The research project must be aligned with the teaching and research activities performed by the FEUC, including projects underway or to be developed in the Research Centres/Units.
6. The post-doctoral research project shall be approved by the FEUC's Director, after hearing the Scientific Council chaired by him. The application shall not be accepted where specific circumstances make this advisable.
7. Without prejudice to existing ties, the completion of a post-doctoral research project at the FEUC does not entitle fellows to permanent employment status with the institution.
8. Post-doctoral research fellows must have insurance coverage of expenses resulting from accidents which they may suffer during the research programme.
9. For applying to a post-doctoral fellowship, applicants must submit a request for a letter of acceptance at least two months before the deadline for submission of a fellowship application.

Article 4

Duration of the project and research attendance

1. With duly justified exceptions, the personal post-doctoral research project will begin at the start of one of FEUC's academic semesters (either in September or February), and will have a maximum duration of six semesters.
2. Part of the post-doctoral project may be developed remotely, with a minimum presence at the FEUC of one trimester in the first two semesters, and at least one month for each additional semester of the project's duration.
3. The duration of physical presence at FEUC shall be mentioned in the final activity report.

Article 5

Rights

1. Post-doctoral researchers will be granted the necessary conditions to carry out their work, namely access to the research facilities, libraries and their works. They are also entitled to participate in conferences or other scientific events under the same conditions as FEUC students, and may informally attend seminars or lectures, which may be of interest to them.
2. If available, the FEUC shall grant access to workspaces for doctoral students.
3. The post-doctoral researcher will receive an e-mail account of the FEUC for the duration of the post-doctoral research project.
4. The FEUC post-doctoral researcher will be given an identification card of the UC *Welcome Centre for Visiting Researchers*, which will grant them access to the libraries and the affordable cafeterias of the University of Coimbra.

Article 6

Obligations

1. The post-doctoral researcher undertakes to respect the rules and regulations in force at the FEUC, and shall provide all information requested by the administrative services. Furthermore, it shall make responsible use of the materials made available to the community, namely by complying with the rules for the use of the bibliographic collection.
2. Researchers admitted to a post-doctoral research project at the FEUC must participate regularly in the scientific activities developed by their research centre or unit.
3. Without prejudice to other activities that may be proposed and implemented, the post-doctoral researcher commits to hold at least one seminar on the research conducted by the end of the project.
4. The post-doctoral student must organize at least one advanced training course at the FEUC, or deliver sessions in a curricular unit of one of the FEUC's courses.
5. Every twelve months, or approximately once a year, the post-doctoral researcher must submit at least one paper for publication in national or foreign journals with peer review, under the supervision of the scientific advisor.
6. All communications, publications or promotional material of the scientific activities resulting from the work conducted by the post-doctoral researcher at the FEUC shall make reference to: *i)* affiliation with the FEUC and the research centre or department to which they are connected, for the duration of the post-doctoral research; and *ii)* the FEUC and to the research centre or department of affiliation in the period following the conclusion of the post-doctoral research.
7. The post-doctoral researcher authorizes the FEUC and the centre or the department with which they are affiliated to include mention in its reports of the scientific output of the work carried out during the period at the FEUC.

8. At the end of the personal post-doctoral research project, the researcher shall submit to the Scientific Council of the FEUC an activity report that shall include the advisor's opinion. If the post-doctoral project has a duration of four semesters or more, an interim report must be submitted at the end of the first year.

Article 7

Evaluation

1. The completion of the personal post-doctoral research project is subject to the submission by the researcher of a final activity report, accompanied by the advisor's opinion within three months of the end of the post-doctoral project.
2. Once the provisions herein have been met, the Scientific Council of the FEUC shall conduct its assessment based on the report and the advisor's opinion submitted.
3. The successful completion of an individual post-doctoral research project entitles the holder to a certificate issued by FEUC, which does not confer an academic title, but specifies the type of project conducted and its duration, the name of the advisor and the topic studied.
4. Presentation of a FEUC declaration is mandatory for post-doctorates wishing to justify their degree from the Coimbra University Faculty of Economy.

Article 8

Final Provisions

1. Omissions and questions raised by the application of these rules shall be addressed by the FEUC's Director by reasoned order.
2. This regulation shall enter into force on the day of its adoption by the Scientific Council of the FEUC.

Coimbra, 22 February 2023