

POST-DOCTORAL REGULATIONS OF THE SCHOOL OF ECONOMICS AND MANAGEMENT OF THE UNIVERSITY OF PORTO (FEP)

PREAMBLE

FEP welcomes post-doctoral researchers who wish to conduct research projects under the guidance of a doctorate professor or researcher from the School of Economics and Management.

The Post-Doctoral Regulations of the School of Economics and Management are approved under the terms of the U.Porto Post-Doctoral Regulations, with the goal of regulating the activities that underlie post-doctoral research work.

Article 1

Objective

The present Regulations are intended to frame the activities undertaken by post-doctoral researchers at FEP and define their conditions of access to the School's common resources, in addition to their rights and responsibilities.

Article 2

Definition

For the purposes of the present Regulations, a "post-doctoral research project" is an individual research project carried out at FEP by a researcher who holds a doctorate degree (PhD).

Article 3

Duration

1. The post-doctoral project should have a duration of six or more months.
2. When the project duration exceeds one year, the authorization mentioned in no. 3 of Article 6, if granted, will be for a twelve-month period, which can be renewed for the same length of time for a maximum of three years.

Article 4

Admission and deadlines

Admission to the post-doctoral research project is done on an individual basis, and applications may be submitted at any time of year.

Article 5

Scientific responsibility

1. The post-doctoral research project is carried out under the scientific responsibility of a doctorate professor or researcher, designated by the Scientific Council, at FEP.

2. With the purpose of supervising all post-doctoral projects, the School's Director, after consulting with the Scientific Council, will designate a coordinator for FEP's Post-Doctoral Researcher Program.

Article 6

Conditions of access, organization, and approval

1. Applications for the post-doctoral program are submitted electronically.
2. For the application to be valid, the following documents must be included:
 - a. Application request addressed to the Director, following the model in Annex 1;
 - b. Updated *Curriculum Vitae*;
 - c. Research program with start date, duration, and a timeline of activities to be carried out;
 - d. Solemn declaration, as referred to in no. 2 of Article 11;
 - e. Declaration of acceptance from the future supervisor;
 - f. If the future supervisor is a researcher at a FEP-hosted research unit, a declaration of acceptance from the Director of the research unit;
 - g. Civil and fiscal identification data, including the number and validity of the identification document(s);
 - h. Certificate proving the post-doctoral researcher holds a doctorate degree.
3. The Director of the School, after consulting with the Scientific Council, will authorize (or not) the undertaking of the post-doctoral research project.
4. After said authorization, an acceptance letter, following the model in Annex 2, will be issued and the candidate will be registered in FEP's information system.
5. The acceptance letter will indicate the period during which the research will take place, as well as identify the resources that the School will provide the student during their stay.
6. Whenever possible, the supervisor will seek to involve the candidate in the activities/lines of research of one of FEP's research units.

Article 7

Enrollment

1. After FEP notifies the applicant of his/she acceptance, he/she must enroll at least 30 days before the project start date by submitting the respective form to the Post-Doctoral Researcher Program coordinator.
2. At the time of enrollment, post-doctoral researchers must present proof of personal accident insurance coverage, valid for the full duration of the research period.
3. When applicable, non-resident post-doctoral researchers must present a valid residence visa at the time of enrollment.
4. Enrollment becomes effective upon payment of the enrollment fee referred to in the next article.

Article 8

Enrollment fee

1. The post-doctoral researcher must pay an enrollment fee, the value of which is determined by the School Director after consulting with the Scientific Council.
2. If the post-doctoral researcher is joining a research project team hosted by FEP and receiving external funding, payment of the enrollment fee may be totally or partially waived.
3. Waiver of the enrollment fee, if granted, should be noted in the acceptance letter referred to in no. 4 of Article 6.

Article 9

Enrollment renewal

1. When applicable, requests for enrollment renewal, referred to in no. 2 of Article 3, must be submitted to the Post-Doctoral Program Coordinator in writing, with at least 30 days' notice.
2. The enrollment renewal request must be accompanied by:
 - a. A report of all activities carried out, explaining their relationship with the initially-approved work proposal;
 - b. A statement from the supervisor.
3. Enrollment is renewed upon approval by the Director of FEP, with input from the Post-Doctoral Program Coordinator, and is effective upon payment of the respective fee.

Article 10

Rights of the Post-Doctoral Researcher

1. The post-doctoral researcher has the right to an acceptance letter issued by FEP, after enrollment and registering in the School's information system.
2. The post-doctoral researcher is granted, in accordance with available resources, the right to use the research spaces and resources of the School and, if applicable, the research unit they are connected with.
3. During their stay at UP, the post-doctoral researcher will have access to:
 - a. A UP institutional e-mail account;
 - b. A card granting temporary access to the facilities and resources made available to them;
 - c. FEP libraries and respective information resources;
 - d. Public access computers;
 - e. Wi-fi access on personal devices in all spaces of the University of Porto.
4. Post-doctoral researchers have the right to request an interruption in their research timeframe for duly justified reasons, such as parental leave or periods of prolonged illness.
5. Upon conclusion of their project, the post-doctoral researcher will have the right to a certificate proving the activities carried out, which will be identified by referencing the research program approved during the application phase.
6. Undertaking a post-doctoral program does not establish any kind of functional or employment relationship between U.Porto and the post-doctoral researcher.

Article 11

Responsibilities of the Post-Doctoral Researcher

1. The post-doctoral researcher:
 - a. Commits to respect the operational norms and active regulations of FEP and, if applicable, of the host research unit;
 - b. Must collaborate with the administrative services in sending all requested information, excluding information of a private nature or details of the research being undertaken, unless of a general nature.
 - c. Must use all resources made available to them responsibly;
 - d. Must regularly participate in the scientific activities carried out by FEP and, if applicable, the host research unit;
 - e. Commits to publishing at least one scientific article relating to the work done during their stay at FEP, whenever that stay is 12 months or longer;
 - f. Commits to mention his/her institutional affiliation to U.Porto, FEP, and the host research unit in all scientific products resulting from their post-doctoral project, including publications, communications, and any other disclosure material;
 - g. Will authorize the host research unit, when applicable, FEP, and U.Porto to list the scientific work produced during their research period at FEP in reports.
2. With consideration for lines e) and f) of the previous number and no. 6 of Article 6 of these Regulations, which demands the researcher's presence at FEP, the researcher commits to working on his/her post-doctoral research project full-time, although he/she is permitted to maintain teaching activities in institutions of higher education for up to four class hours per week.

Article 12

Industrial or Intellectual Property

1. When applicable, the post-doctoral researcher must sign an agreement granting FEP the rights to all industrial or intellectual property produced during the post-doctoral research period.
2. When applicable, the allocation of those rights, both by the School and by the research unit hosting the post-doctoral researcher, will be included in the acceptance letter issued by the Director.

Article 13

Post-doctorate report

1. Up to three months after the date of conclusion of enrollment as a post-doctoral researcher, the researcher must send a report of the activities carried out and their relationship with the initially-approved project proposal to the Post-Doctoral Coordinator.
2. The post-doctorate report can be in the format of:
 - a) A research report of a theoretical and/or empirical nature; or
 - b) A compilation of published works relating to the post-doctoral project which must, in this case, be duly contextualized and conclusively summarized.

3. A statement from the supervisor must be included in the report.
4. All of the scientific products developed during the post-doctoral researcher's stay at FEP should be listed as an annex to the report.
5. The report should follow the graphic standards for the presentation of theses and dissertations of the University of Porto.
6. The Director will inform the Scientific Council of the respective School of the post-doctoral report.

Article 14**Post-Doctorate Certificate**

1. After turning in their report, the post-doctoral researcher has the right to a post-doctorate certificate issued by FEP, following the model shown in Annex 3, within a maximum period of 10 working days counting from the date upon which the Post-Doctoral Coordinator is informed of its submission.
2. The post-doctorate certificate will include a summary of the scientific activities carried out, namely: where the research was conducted, its nature and duration, and identification of the professor responsible for supervising at FEP the activities of the post-doctoral researcher.
3. Issuance of the post-doctorate certificate should be requested from the Post-Doctoral Coordinator by the researcher.

Article 15**Post-Doctoral Coordinator**

1. Post-doctoral research activity at FEP is coordinated by a doctorate professor nominated for the position by the School's Director, after consulting with the Scientific Council.
2. The Post-Doctoral Coordinator is responsible for:
 - a) Communicating with potential candidates for post-doctoral research at FEP and connecting them, when necessary, with potential supervisors;
 - b) Evaluate post-doctoral research project applications, apprise, and submit them to the School Director for approval;
 - c) Request access from the competent services to resources made available to post-doctoral researchers, per the terms of their acceptance letter, on their behalf;
 - d) Support the integration of researchers accepted to FEP and promote their integration in the School;
 - e) Draw up assessments of support for the authorization of enrollment renewal, referred to in no. 3 of Article 9;
 - f) Receive post-doctoral reports and request issuance of the post-doctorate certificate;
 - g) Send post-doctoral reports to the President of the Scientific Council so that the Council may be informed of them, per no. 6 of Article 12;
 - h) Draw up an annual report of post-doctoral research activity for submission to and the appreciation of the Scientific Council.

Article 16**Doubts and omissions**

The resolution of unforeseen situations and doubts regarding the application of the present Regulations rests with the Director of FEP.

Article 17**Transitional norms**

Post-doctoral research activities already underway at the time the present Regulations enter into effect will be governed by the norms effective on the date they began.

Article 18**Entry into effect**

The present Regulations will enter into effect upon approval by the Rector and consequent publication in the *Diário da República*.

**Annex 1
(Model Application request)****(FEP LOGO)**

Dear Sir

Director of the School of Economics and Management of the University of Porto

Name _____, Doctor
of _____, by the University of _____,
wishing to conduct research in the area of _____ requests, under
the terms and for the purposes foreseen in Article 6 of the Regulations of post-doctoral
programs of the University of Porto, to enroll as a post-doctoral researcher at the School of
Business and Economics of the University of Porto.

The applicant intends to carry out a research project titled
" _____ " with supervisor Dr.
_____, who has accepted to supervise.

The proposed research is foreseen to take place from _____ through
_____.

Respectfully submitted for approval,

Date ____/____/____

Signature _____

Attach the following documents:

- a) *Curriculum vitae*;
- b) Research program indicating the project's duration and a timeline of activities to be carried out;
- c) Solemn declaration regarding the situation referred to on line d) of Article 11 of the Post-Doctoral Regulations of FEP.
- d) Declaration of acceptance from the future supervisor;
- e) If the future supervisor is a researcher at a FEP-hosted research unit, a declaration of acceptance from the Director of the research unit;
- f) Declaration of holding ID/CC/Residence Permit no. _____, valid until _____ and TIN _____;
- g) Doctorate certificate.

Annex 2
(Model Post-Doctoral Researcher Acceptance Letter)

(FEP LOGO)

Post-doctoral researcher

Acceptance Letter

For all due purposes, it is declared that this School accepts to host Dr. (Name) _____ to conduct post-doctoral research for the period of _____ through _____.

The research project titled “_____” will be supervised by (category) Professor Dr. (Name) of this School.

During the aforementioned period, the School of Economics and Management grants Dr. _____ access to the following resources.

During the host period, the relationship between the School of Economics and Management and the post-doctoral researcher is governed by the Post-Doctoral Regulations of the School of Economics and Management of the University of Porto.

Porto, ____/_____/____

The Director;

(Dr. _____)

Annex 3
(Model Post-Doctorate Certificate)**(FEP LOGO)****Post-Doctorate Certificate**

(Name), Director: _____

I certify that (name) _____, holder of citizen card/residence permit/passport no. _____, of _____ nationality, conducted at this School, between _____ and _____ of _____, under the supervision of Dr. (name) _____ a post-doctoral research project titled "_____".

The work carried out fully complied with the proposed activities, the corresponding final report deserving the approval (Y/N) of the supervisor.

This document is signed with the embossed seal of this School.

School of Economics and Management of the University of Porto, in _____.

Porto, ____/____/____

The Director;

(Dr. _____)