GENERAL PROVISIONS

Art. 1º
1. The Calouste Gulbenkian Foundation awards study grants in Portugal to foreign post-graduate students seeking to:
   a) obtain a Ph.D in an area of Portuguese culture (History, History of Art, Musicology, Literature or Political Science); or
   b) publish a book on an area mentioned in a).
2. Grants shall not be awarded to the following:
   a) Initiation in a particular branch of knowledge for which the applicant does not have the necessary preparation;
   b) To merely attend an educational establishment in Portugal;
   c) For grant-holders’ spouses.

Art. 2º
Candidates who have already been Foundation grant-holders may only re-apply 2 (two) years after completing their scholarships.

Art. 3º
1. The Foundation reserves the right to fix the number of awards available each year and to limit the number of grants awarded to certain fields of research or specialisation.
2. The Foundation does not commit to opening the contest every year and can limit the attribution of the support to specific scientific fields.

Art. 4º
Grant-holders may not receive any other grant while receiving that of the Foundation, except in special cases provided by agreements between the Calouste Gulbenkian Foundation and other institutions in Portugal.

SUBMITTING APPLICATIONS AND OTHER DOCUMENTATION

Art. 5º
Beneficiaries
The Foundation grants scholarships to foreign candidates for the development of research on post-graduate studies in Portugal.

Art. 6º
Applications submission
Candidates should read the regulation attentively and complete an application form available online at www.gulbenkian.pt within the fixed dead-line.

Art. 7º
1. To apply for a grant, applicants must attach to the application online, within the fixed dead-line (Chapter IV – Time-Limits), the following documents (PDF or JPG up to 4MB):
   a) University degree;
   b) A curriculum vitae proving that the applicant is prepared for the work she/he plans to do;
   c) A properly structured working plan clearly defining the subject of the research or specialisation and the objectives thereof;
   d) A document proving that the applicant has already ensured access to the Portuguese institution at which she/he plans to work and the approval of the working plan, when it will be the case;
   e) A document proving that a qualified advisor, in Portugal, chosen by the applicant has approved the work plan and is prepared to act in that capacity;
   f) A document issued by the institution where the applicant works or by two suitable persons from the academic or professional area attesting to the importance and pertinence of the working plan and the applicant’s ability to implement it in full.
   g) For grants under paragraph b) of Art. 1, the publisher’s commitment to publish the work within 24 months after the end of the grant.
2. An incomplete fulfilment of the application implies that it will not be considered.
REGULATIONS ON RESEARCH SCHOLARSHIPS FOR FOREIGNERS ON PORTUGUESE CULTURE

Art. 8º
1. The Foundation shall not prepare programs for the applicants, although the award of a grant may be subject to the revision of the applicant’s working plan, if it is deemed necessary or advisable.
2. Applicants shall be fully responsible for obtaining the documents mentioned in Art. 7 without any kind of intervention from the Foundation.

THE COMPOSITION OF THE GRANT

Art. 9º
Eligible expenses

The grant concerns the allocation of financial support under the conditions described in the Agreement signed by the grant-holder.

The grant includes:
a) Monthly maintenance allowance in accordance with the list approved by Calouste Gulbenkian Foundation;
b) When deemed justifiable, the Foundation may reimburse the grant-holder with the cost of a round trip, tourist class airplane ticket, or a single 1st class train ticket, from the country of origin. For that purpose the grant-holder will have to present the correspondent document (receipt) to the Gulbenkian Scholarships Department, after the arrival in Portugal;
c) If the grant-holder travels by her/his own means, the Foundation may grant a travel allowance equivalent to the cost of the air-flight (tourist class);
d) For scholarship periods of more than six months, the grant-holder may, if express, benefit of the Voluntary Social Insurance scheme, as referred in Research Grant Holder Statute approved by Law No. 40/2004, in August 18 and altered by Decree Law No. 202/2012, in August 27.

Art. 10º
1. The Foundation provides to the grant-holder an insurance term covering illness, incapacity and death, as specified in the insurance certificate.
2. Compliance of the insurance contract is exclusively due to the insurance company, with which the grant-holder should address any concerns he may have directly.

Art. 11º
Non-eligible expenses

All the expenses that are not specified in Art. 9, and Art. 10.

AWARDING GRANTS

Art. 12º
Selection criteria

The following data shall be taken into consideration:
a) The fact that the candidate is affiliated with an institution of higher education, a research centre, or another similar entity, public or private, that promotes the teaching of the Portuguese language and culture. Priority shall be given to applicants involved in partnerships with Portuguese universities;
b) The fact that the applicants wishes to embark on a university career or to conduct research at an institution of recognized merit;
c) The importance and originality of the work that the applicant wishes to carry out, in terms of the promotion of the Portuguese culture or cultural exchanges between Portugal and her/his country of origin;
d) The merit of the research or the specialisation that the applicant has already accomplished as well as of the works already published.
e) The applicant’s university graduation, and especially its final mark.

DECISION PROCESS

Art. 13º

After receiving the grant application, a first internal evaluation will be made on the project to assure that the application is fully competed and that it is in accordance to the regulations.
2. The applications that are fully completed and meet all the objectives required by the Foundation will be carefully reviewed and selected by a jury.
REGULATIONS ON RESEARCH SCHOLARSHIPS FOR FOREIGNERS ON PORTUGUESE CULTURE

The selection will be submitted to the board of trustees of the Calouste Gulbenkian Foundation.
3. The applicants will be notified of the Foundation’s decision.
4. The decision will not be subject to an appeal.

Art. 14º
The fact that an applicant is considered to be eligible does not imply automatically entitlement to a grant.

TIME-LIMITS

Art. 15º
GRANT PERIOD
1. The grants will be awarded for a maximum period of ten months and should be used preferably between September and June inclusive.
2. The applications for a research during a larger period will not be considered.

Art. 16º
CALENDAR
1. The Foundation will analyse applications once a year and they should reach the Gulbenkian Scholarships from 1 to 28 February. This date will not be expanded, by any reason.
2. Applicants will be notified of the Foundation’s decision during the following month of April.

PAYMENTS

Art. 17º
The monthly allowances will be paid by bank transfer.

THE GRANT-HOLDER’S OBLIGATIONS

Art. 18º
The grant-holders are obliged:
a) To send regular receipts for the amounts received;
b) To ensure that the Foundation is informed of any change of address.
c) The grant-holder is the sole responsible to assuring all legal formalities that will allow her/him to stay in Portugal during the period of the scholarship.

Art. 19º
1. Works published as a result of the grant-holder’s studies carried out with the Foundation’s scholarship, in full or in part, should mention this fact with the inclusion of the Calouste Gulbenkian Foundation’s logo.
2. One copy of the publications mentioned in paragraph 1. of this article should be sent to the Foundation.

Art. 20º
The grant-holder has to submit the following written reports to the Foundation:
a) Every three months, if it is a six months grant or further;
b) At the end of the grant, within the time limit of three months;
c) At the end of the research, if the scholarship period is minor than six months.

TIME-LIMIT OF GRANT USE

Art. 21º
1. Grant-holders must start to use their grant within twelve months of the date on which it is awarded.
2. For the purposes of paragraph 1) of this article, the period of use shall start two weeks after the Foundation’s notification.
3. If the grant-holder does not use the grant within the established time-limit it shall be cancelled.
4. The scholarship cannot be interrupted except on very special circumstances and has to be authorized by the Foundation.

PROJECT OR WORKING PLAN ALTERATIONS

Art. 22º
The grant-holder cannot:
a) Change the subject of her/his working plan without an advanced permission from the Foundation;
REGULATIONS ON RESEARCH SCHOLARSHIPS FOR FOREIGNERS ON PORTUGUESE CULTURE

b) Leave the place where she/he normally works without advanced permission from the Foundation. The decision will be taken under a relevant justification for the absence.

GRANT RENOVATION
Art. 23º
The grants given out by these regulations will not be extended overtime.

SUSPENSION AND CANCELATION OF GRANTS
Art. 24º
1. Failure to submit the reports mentioned in Art. 20 shall result in immediate suspension of the grant.
2. If at any time the information given in the application form for a grant is found to be false or if the grant-holder does not fulfill the obligations laid out in a) and b) of Art. 22 the grant shall be immediately cancelled.

Art. 25º
Failure to comply with the provisions of Art. 19 and b) and c) of Art. 20 shall be taken into account in further new applications that a former grant-holder may submit to the Foundation.

Art. 26º
The Foundation reserves the right to have its grant-holders’ activities inspected and, if necessary, to cancel their grants on the basis of information provided by their advisors or by the inspectors. In these circumstances the grant-holder will be notified.

FINAL PROVISIONS
1. If the present regulation is modified, the applicant should be noticed and she/he is immediately obligated to coincide.

2. All the cases not mentioned in the present regulations will be resolved by the Gulbenkian Scholarships Department.
3. All personal data given at the time of the application shall be used for analysis of the application process only, and if the funding should be attributed, to management of the fellow's file.

INFORMATION

CONTACTS
Postal address:
Calouste Gulbenkian Foundation
Gulbenkian Scholarships
Avenida de Berna, 45A
1067-001 Lisbon. Portugal

Opening hours:
Monday to Friday from 09h00 to 13h00 and from 14h30 to 17h30.

E-mail address:
bolsasgulbenkian@gulbenkian.pt
Website:
gulbenkian.pt
Phone number:
+351 21 7823357