

## **Regulations for the Award of Fellowships**

### **Gulbenkian Institute for Advanced Study Fellowships**

#### **Article 1 – Subject Matter**

The purpose of the present Regulations is to define the provisions applicable to the award of fellowships by the Instituto Gulbenkian de Estudos Avançados (also known as the Gulbenkian Institute for Advanced Study), with a view to guaranteeing the fairness, sustainability and transparency of the respective process.

#### **Article 2 - Characteristics of the Fellowships**

1. The Gulbenkian Institute for Advanced Study was established by the Calouste Gulbenkian Foundation with the aim of enabling internationally renowned academics to carry out research of interest to them, for limited periods of time, in a stimulating and unconstrained intellectual environment.
2. Up to 15 Gulbenkian Institute for Advanced Study Fellowships will be awarded each year, with a minimum individual duration of three months and a maximum of nine months.
3. In exceptional cases, more than 15 fellowships may be awarded in a given year, provided that the total allocated budget for that purpose is not exceeded.
4. Upon the award of the fellowship, the recipient acquires the status of Fellow of the Gulbenkian Institute for Advanced Study.
5. The status of Fellow is retained after the end of the fellowship, although it may be terminated at the initiative of either party.

#### **Article 3 - Eligibility, Conditions of Admissibility and Grounds for Exclusion**

1. Under the present Regulations, applications are eligible if submitted by individuals, including professionals associated with academia either independently or through formal affiliation, emeritus professors, other professionals not linked to academia, and artists. Applications are accepted in any scientific field, provided that the work to be developed does not require laboratory or experimental procedures.
2. The following shall constitute grounds for the automatic exclusion of applications:
  - a) Failure to initially meet, or to continue to meet, one or more of the admissibility conditions set out in these Regulations;
  - b) Breach of any duties established in these Regulations;
  - c) Breach of duties under other initiatives promoted by the Calouste Gulbenkian Foundation;

- d) Failure to be approved in the preliminary assessment of suitability and exposure to the risk of money laundering, terrorist financing, and/or corruption and related offences, as carried out by the Calouste Gulbenkian Foundation in accordance with Article 8 of these Regulations;
- e) Failure to provide the Calouste Gulbenkian Foundation with the information and documents specified in Articles 5 and 8 of these Regulations;
- f) The candidate being disqualified or prevented from receiving the fellowship due to any situation or conflict – actual or potential – that may obstruct, hinder, or compromise the proper award of the fellowship and/or the achievement of its intended purposes, including (but not limited to) situations resulting from sanctions or restrictive measures imposed by the European Union and/or the United Nations;
- g) The candidate having previously received a Gulbenkian Institute for Advanced Study Fellowship within the last five years.

#### **Article 4 - Fellowship**

- 1. The amount of the fellowship is set when the application is selected, and the sum of the fellowships awarded each year may not exceed the amount budgeted for that year. The determination of the fellowship amount will take into account the length of the candidate's stay and their financial and institutional situation during the fellowship period.
- 2. Unless an exception is duly justified and approved by the Calouste Gulbenkian Foundation, the fellowship is paid via wire transfer and according to a schedule defined in the contract/award agreement provided for in article 10 of these Regulations.
- 3. The Foundation awards only one fellowship per successful candidate.
- 4. The fellowship includes travel expenses, health insurance, a monthly stipend, and a partial accommodation allowance.

#### **Article 5 - Application Submission**

- 1. The deadline for submitting applications begins on 1 July each year and ends on 15 October.
- 2. For the purposes of the previous paragraph, applications must be duly submitted via the MyGulbenkian portal and must be accompanied by the following documentation:
  - a) Curriculum Vitae;
  - b) A brief description of the proposed activities;
  - c) Names of two individuals who may be contacted for references.

### **Article 6 - Evaluation, Selection and Ranking of Applications**

For the purposes set out in these Regulations, applications will be assessed, prioritised and duly selected by the Advisory Board of the Gulbenkian Institute for Advanced Study, taking into account the following:

- a) The candidate's CV (40%)
- b) The innovative nature of the candidate's work proposal (60%)

### **Article 7 - Decision-making Process**

The evaluation, ranking, and selection of applications that meet the conditions set out in Article 3 are subject to the final decision of the Executive Board of the Calouste Gulbenkian Foundation, which is not subject to appeal.

### **Article 8 - Verification of the Suitability of Selected Candidates and Preliminary Assessment of Exposure to the Risk of Money Laundering, Terrorist Financing, Corruption or Related Offences**

1. The Calouste Gulbenkian Foundation carries out, in accordance with applicable legal provisions, due diligence procedures aimed at ensuring the prior identification and assessment of its counterparties. This includes verifying their exposure to the risk of money laundering, terrorist financing, and/or corruption and related offences; confirming the absence of sanctions or corrective measures imposed by national or international authorities; and ensuring that the candidate is not in breach of duties under any other programme developed by the Foundation.
2. For the purposes outlined in the preceding paragraph, selected candidates are required to submit the following documents and information:
  - a) Proof of bank account ownership;
  - b) Copy of an identification document;
  - c) Full address of permanent residence.
3. If deemed relevant or necessary for the verification of the candidate's suitability and/or compliance with legal duties, the Calouste Gulbenkian Foundation may, at any time, request additional information from the candidate, including, as applicable, details regarding their identity, reputation, academic background, and/or professional experience.

### **Article 9 - Notification of Results**

Candidates will be notified of the results of their application via the MyGulbenkian portal by 15 April.

### **Article 10 - Acceptance and Award of the Fellowship**

1. The acceptance of support by selected candidates is confirmed through the signing of the corresponding contract with the Calouste Gulbenkian Foundation or the signing of the fellowship award agreement, which sets out, in particular, the candidate's responsibilities and obligations, the method and schedule of payment, as well as eligible expenses.
2. It is the responsibility of the selected candidate to return the signed contract or fellowship award agreement to the Calouste Gulbenkian Foundation.
3. For the purposes of the preceding paragraph, the contract or award agreement may be signed using a qualified electronic signature and submitted electronically, or signed by hand and sent by post to the Calouste Gulbenkian Foundation, using the contact addresses indicated in the respective documents.

### **Article 11 - Monitoring**

The Calouste Gulbenkian Foundation may request additional information or carry out follow-up procedures with both fellowship recipients and non-selected candidates, for the purposes of monitoring and evaluating the impact and outcomes of the Gulbenkian Institute for Advanced Study Fellowships. This may include tracking academic and professional performance, administering surveys, and conducting interviews.

### **Article 12 - Suspension and Cancellation of the Fellowship**

Misuse of the fellowship, failure to comply with the law, or breach of the obligations to which the beneficiary is bound may result in the suspension or cancellation of the fellowship, or in the requirement to return to the Calouste Gulbenkian Foundation any amounts received by the beneficiary that cannot be duly justified.

### **Article 13 - Revisions and Amendments**

1. These Regulations may be amended by decision of the Calouste Gulbenkian Foundation.
2. Changes take effect on the date they are communicated via the MyGulbenkian portal.

#### **Article 14 - Protection of Personal Data**

1. The Gulbenkian Foundation is the entity responsible for processing personal data.
2. All personal data provided by candidates and beneficiaries (hereinafter referred to as “Data Subjects”) during the application process will be processed solely for the purpose of managing the application process for the awarding of support by the Calouste Gulbenkian Foundation and for evaluating the impact and outcomes of that support. This processing is based on the relationship established with the Data Subjects through their acceptance of these Regulations and on the Foundation’s legal obligations concerning the verification of the suitability of selected candidates and the related preliminary assessment.
3. Personal data of the Data Subjects will be retained for the period necessary to manage the application and support process, except where a longer retention period is required by applicable law. Certain data – namely, the Data Subject’s name, application date, terms and duration of the support, personal data potentially included in reports, final works and publications, as well as voice and image records from events and activities promoted by the Calouste Gulbenkian Foundation under this initiative – will be retained indefinitely by the Foundation as part of its cultural, intellectual, and artistic heritage management activities.
4. The Calouste Gulbenkian Foundation guarantees Data Subjects the right to exercise their rights in relation to their personal data, including the rights of access, rectification, erasure, objection, restriction of processing, and data portability, in accordance with applicable legislation.
5. To exercise their rights or for any questions related to data processing in this context, Data Subjects may contact the Calouste Gulbenkian Foundation via the following form: <https://gulbenkian.pt/contacte-nos/>.
6. The Calouste Gulbenkian Foundation implements all necessary and appropriate security measures to protect the personal data of Data Subjects, whether such data is processed directly by the Foundation or by subcontracted entities.
7. The Calouste Gulbenkian Foundation may process personal data collected in this context either directly or through subcontracted entities, which will process the data solely for the purposes established by the data controller and in accordance with its instructions. Said entities are contractually bound to maintain confidentiality and ensure data security, with appropriate agreements in place, as required by applicable legislation.

8. For the purposes of awarding and managing support, the Calouste Gulbenkian Foundation may share Data Subjects' information with partner entities for the management of publications and institutional communications. Said entities may be based within or outside the European Union. In the latter case, appropriate mechanisms will be implemented at all times, in accordance with applicable legislation, to safeguard the security of the personal data.
9. Data Subjects may lodge a complaint with the Calouste Gulbenkian Foundation's Privacy Committee using the following form: <https://gulbenkian.pt/contacte-nos/>. They may also submit a complaint to the Portuguese Data Protection Authority (Comissão Nacional de Proteção de Dados – CNPD) if they believe that the Calouste Gulbenkian Foundation has failed to comply with data protection regulations.

#### **Article 15 - Prevention of Corruption and Related Offences**

1. The Calouste Gulbenkian Foundation adopts and maintains in force internal measures and procedures aimed at preventing, detecting, remedying and sanctioning acts of corruption and related offences carried out against it or through it, as well as collecting and keeping, in computerised form and for the necessary period, all the information necessary for the proper fulfilment of the obligations applicable in this area, all in accordance with and in compliance with the provisions of the applicable legislation and regulations.
2. To this end, and without prejudice to the other measures and procedures in force and applicable in the case, the Calouste Gulbenkian Foundation shall, under the terms of Article 8, carry out a prior assessment of its counterparties and their exposure to the risk of corruption and related offences.
3. The Calouste Gulbenkian Foundation has a Code of Conduct, available at [https://cdn.gulbenkian.pt/wp-content/uploads/2025/03/Codigo-de-Conduita-dos-Colaboradores-da-Fundacao-Calouste-Gulbenkian\\_Fev\\_2025.pdf](https://cdn.gulbenkian.pt/wp-content/uploads/2025/03/Codigo-de-Conduita-dos-Colaboradores-da-Fundacao-Calouste-Gulbenkian_Fev_2025.pdf) and which forms an integral part of these Regulations. It sets out the general provisions and principles of ethics and professional conduct that apply to the members of its governing bodies, as well as all its employees, in their relations with each other and with third parties, and constitutes a reference as to the standard of conduct required of the Calouste Gulbenkian Foundation in its relations with third parties.

#### **Article 16. - Prevention of Money Laundering and Terrorist Financing**

1. The Calouste Gulbenkian Foundation adopts and maintains in force internal control measures, procedures and systems aimed at preventing and tackling money laundering and terrorist financing, as well as collecting and keeping, in computerised form and for the legal period, all the information necessary for the proper fulfilment of the applicable obligations in matters of combating money

laundering and terrorist financing, all in accordance with and in compliance with the provisions of the applicable legislation and regulations.

2. Without prejudice to the other measures and procedures in force and applicable to the case, the Calouste Gulbenkian Foundation shall keep a computerised record of all transactions and transfers it makes within the scope of the fellowships awarded under these Regulations.
3. The Calouste Gulbenkian Foundation adopts and maintains internal measures, procedures, and control systems designed to ensure full compliance with sanctions and restrictive measures imposed by the European Union and/or the United Nations. It also ensures compliance with its legal duties and obligations in this regard, including, without limitation, obligations related to the enforcement of such sanctions and measures, cooperation with authorities, reporting and disclosure, notification, and confidentiality.

#### **Article 17 - Prevention of Harassment**

1. The Calouste Gulbenkian Foundation promotes and upholds non-discriminatory practices, regardless of nationality, ethnicity, gender, age, physical disability, religion, sexual orientation, political opinion, or affiliation. It condemns all forms of moral or sexual harassment, verbal or physical humiliation, coercion or threats, as well as sexual abuse and exploitation.
2. The Calouste Gulbenkian Foundation has implemented measures to prevent and address all forms of sexual exploitation, abuse, and/or harassment, in accordance with the principles set out in its Code of Conduct for the Prevention and Combat of Workplace Harassment and its Policy on the Prevention of Sexual Exploitation and Abuse, both available on the Foundation's website.

#### **Article 18 - Environmental Sustainability**

The Calouste Gulbenkian Foundation is fully committed to the road to sustainability, endeavouring to comply with current environmental legislation and implement the best environmental management practices within the scope of production processes, as well as the processes associated with the implementation of this initiative, through a life cycle approach to the product or project, as well as its value chain.

#### **Article 19 - Final Provisions**

1. The Calouste Gulbenkian Foundation is solely responsible for clarifying any doubts regarding these Regulations.
2. If you have any questions, please contact the Calouste Gulbenkian Foundation at the following e-mail address: [gias@gulbenkian.pt](mailto:gias@gulbenkian.pt).

3. All matters not expressly covered by these Regulations shall be resolved by the Executive Board of the Calouste Gulbenkian Foundation.

#### **Article 20 - Entry Into Force**

These Regulations come into force on the date of their approval by the Executive Board of the Calouste Gulbenkian Foundation.

Lisbon, 15 May 2025

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