

# GULBENKIAN SCHOLARSHIPS



 CALOUSTE GULBENKIAN  
FOUNDATION

# RESEARCH ON PORTUGUESE CULTURE

## **Article 1: Subject Matter**

These regulations set out the provisions governing the awarding of support by the Calouste Gulbenkian Foundation under the Portuguese Culture Research Scholarships programme, with a view to ensuring the fairness, sustainability, and transparency of the respective process.

## **Article 2: Scope of the Call**

**1)** The Research Scholarships in Portuguese Culture Programme is an initiative of the Calouste Gulbenkian Foundation, with the following objective:

- a)** The call is intended for non-Portuguese researchers residing abroad who wish to carry out research in Portugal on topics related to Portuguese culture, in the fields of History, Art History, and Literature, with the aim of publishing a work, such as a scientific article, a publication or part of a publication, an academic thesis or part of an academic thesis.

## **Article 3: Eligibility Conditions**

**1)** Within the scope of this regulation, applications submitted by individuals who are not Portuguese citizens are accepted, provided they conduct research at a Portuguese university in the case of doctoral students, or at Portuguese research and study centers in the case of PhD holders and postdoctoral researchers, and comply with the remaining rules of the Regulation.

**2)** Grounds for exclusion are:

- a)** the initial or subsequent failure to fulfil one or more of the eligibility conditions set out in the present regulations;
- b)** failure to fulfil any of the duties laid down in these regulations;
- c)** failure to fulfil any duties under other initiatives developed by the Calouste Gulbenkian Foundation;
- d)** the applicant's failure to be approved in the preliminary assessment of their suitability and exposure to the risk of money laundering, terrorist financing and/or corruption and related offences, carried out by the Calouste Gulbenkian Foundation in accordance with Article 8 of these regulations;
- e)** failure by the applicant to provide the Calouste Gulbenkian Foundation with the information and documents described in Articles 5 and 8 of these regulations;

- f) the applicant being disqualified or prevented from receiving support due to any type of potential or actual situation or conflict that may prevent, hinder or prejudice the regular allocation of support and/or the fulfilment of the purposes associated with it, including, without excluding other circumstances, as a result of sanctions or restrictive measures decreed by the European Union and/or the United Nations Organisation;
- g) the applicant making false or inaccurate declarations;

#### **Article 4: Eligible expenses and Financial Support**

- 1) The amount of financial support awarded is made up of the following components:
  - a) A monthly allowance as follows:
    - PhD applicant: 1,500 €
    - Senior researchers: 2,000 €
  - b) A lump sum of €1,000 for travel and settling-in expenses.
  - c) Travel personal accident insurance.
- 2) Unless an exception is duly justified and approved by the Calouste Gulbenkian Foundation, financial support is paid via wire transfer and according to a schedule defined in the Contract/Award Agreement provided for in Article 10 of these regulations.

#### **Article 5: Application Submission**

- 1) The application deadline begins on 6 November 2025 and ends on 31 January 2026.
- 2) For the purposes of the previous paragraph, applications must be submitted via *MyGulbenkian* and must be accompanied by the following documentation:
  - a) Academic and professional certificates;
  - b) *Curriculum vitae*;
  - c) A structured work plan that clearly and concretely defines the research project that the applicant wishes to develop and the objectives pursued;
  - d) Document proving that the applicant has previously secured access to the institution in Portugal where it intends to carry out its research and/or approval of the work plan, when applicable;

- e) In the case of PhD students, a document confirming a qualified supervisor, previously chosen by the applicant, approving the proposed work plan and declaring that it will perform this supervisory role in Portugal.
- f) Motivation letter, which should explain the reasons that led the applicant to submit the application and the extent to which the award of the scholarship will contribute to its professional career in the future.

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

- 1) For the purposes set out in these regulations, applications will be assessed, ranked and duly selected on the basis of the following criteria:
  - a) Academic and professional curriculum;
  - b) Study programme;
  - c) Motivation for applying;
  - d) Letter from the host institution.

Attention will also be paid to:

- a) The fact that the applicant belongs to a higher education institution, research centre, or other related entity, public or private, which promotes the teaching of Portuguese language and culture, with preference being given to establishing partnerships with Portuguese university institutions;
- b) The fact that the applicant intends to enter or pursue a university or research career at an institution of recognised merit in its country of origin or in third countries;
- c) The importance and originality of the work that the applicant has proposed to carry out, within the framework of the promotion of Portuguese culture or cultural exchange between its country of origin and Portugal;
- d) The merit of the research or specialisation work already carried out by the applicant and the publications it has authored.

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

- 1) Applications are evaluated by a jury appointed for this purpose by the Executive Board of the Calouste Gulbenkian Foundation, composed of individuals of recognised impartiality and with the appropriate expertise for the assessment, and measures have been implemented to prevent conflicts of interest.

- 2) The evaluation, ranking, as well as selection of applications shall be set out in writing and accompanied by the respective statement of reasons.
- 3) The evaluation, ranking, as well as selection of applications shall be the subject of a final decision by the Executive Board of the Calouste Gulbenkian Foundation, against which no appeal shall be admitted.

**Article 8: Fitness and propriety of selected applicants and preliminary assessment of their exposure to the risk of Money laundering, Terrorist financing and Corruption or Related offences**

- 1) The Calouste Gulbenkian Foundation carries out due diligence procedures to ensure prior knowledge and preliminary assessment of its counterparts, namely verifying compliance with duties to the Tax Authority and Social Security, their exposure to the risk of Money laundering, Terrorist financing and/or Corruption and Related offences, the absence of the application of sanctions or corrective measures by national and international authorities and the absence of any situations of non-compliance by the applicant with duties under another programme developed by the Foundation.
- 2) For the purposes of the previous paragraph, successful applicants must submit:
  - a) Tax clearance certificate, if applicable;
  - b) Social Security clearance certificate, if applicable;
  - c) Proof of bank account ownership;
  - d) Identification document and full permanent residential address (in the case of natural persons).
- 3) Should the Calouste Gulbenkian Foundation deem it relevant or necessary for the purposes of verifying the applicant's fitness and propriety and/or fulfilment of its duties, it may, at any time, request additional information from the applicant, namely, and as the case may be, regarding their identity, professional experience and reputation.
- 4) Failure to present the documents referred to in the previous paragraph may be grounds for exclusion.

**Article 9: Communication of Results**

- 1) Applicants will be duly notified of the results of their online application via *MyGulbenkian* no later than 90 days after the closing date for applications.
- 2) There will be no appeal against the final decision.

## **Article 10: Acceptance and Award of the Support**

- 1)** Acceptance of the support by the selected applicants is confirmed by signing the corresponding Contract with the Calouste Gulbenkian Foundation or the Award Agreement, which stipulate, in particular, their responsibilities, method and payment schedule, as well as eligible expenses.
- 2)** It is the selected applicant's duty to send the signed Contract or Award Agreement to the Calouste Gulbenkian Foundation.
- 3)** For the purposes of the previous paragraph, the Contract or Award Agreement may be duly signed using a qualified electronic signature and sent electronically or signed by hand and sent via post to the Calouste Gulbenkian Foundation, to the contact addresses indicated therein.

## **Article 11: Scholarship holder's duties**

- 1)** The scholarship holder shall have the following duties:
  - a)** To ensure that the Foundation is fully informed of any change of address;
  - b)** To fulfil all legal formalities required to remain in Portugal during the term of the scholarship
  - c)** In any works published as a result of studies carried out, in whole or in part, with the support of a Foundation scholarship, explicit acknowledgement of this support must always be made, preferably including the Calouste Gulbenkian Foundation's logo.
  - d)** Within three months of the end of the scholarship, to submit a final report on the studies undertaken;
  - e)** The scholarship holder shall be responsible for obtaining a passport, visa, and all other necessary legal formalities.

## **Article 12: Monitoring**

- 1)** The Calouste Gulbenkian Foundation shall monitor the physical and financial implementation of the support and may, for said purpose, request from the beneficiary any information and documents it deems relevant, or carry out enquiries, either directly or through an entity mandated by it, with a view to monitoring, controlling, and assessing the compliance of the use of the support with the purpose and objectives underlying its award, as well as the results and impact achieved.
- 2)** The beneficiary undertakes to cooperate fully in this regard, providing, in a timely manner, access to the information, documentation, and other resources necessary for the exercise of the duties of the Foundation or of the entity mandated for said purpose.

### **Article 13: Suspension and Cancellation of Support**

Failure to comply with the law or the duties to which the beneficiary is bound may result in the suspension or cancellation of the scholarship. The Foundation reserves the right to inspect the activity of its scholarship holders and, if necessary, to cancel the respective scholarships on the basis of information provided by the supervisors of the studies; in said cases, the interested party will be informed of the information obtained. The following are grounds for immediate scholarship cancellation:

- a) The verification, at any time, that the statements provided to the Calouste Gulbenkian Foundation by the scholarship holder were not true;
- b) Information from the educational establishment and/or Supervisor about the existence of any non-compliance on the part of the scholarship holder during the course of the research;
- c) Abandonment of the activity or its diminution in such a way as to jeopardise the purpose of the scholarship;
- d) Interruption of the programme without the prior knowledge of the Calouste Gulbenkian Foundation;
- e) Modification of the objective or Work plan initially planned without prior knowledge of the Calouste Gulbenkian Foundation;

The Calouste Gulbenkian Foundation reserves the right to demand from the scholarship holder the repayment of amounts paid after the event that led to the scholarship cancellation or, in the event of cancellation for reasons attributable to the scholarship holder, the repayment of all amounts received, within a 90-day period from the date of receipt of the respective repayment notification.

### **Article 14: Revisions and Modifications**

- 1) The present Regulations may be amended by decision of the Calouste Gulbenkian Foundation.
- 2) Amendments take effect on the date they are communicated via *MyGulbenkian*.

## **Article 15: Personal Data Protection**

- 1)** The Calouste Gulbenkian Foundation is the Data Controller.
- 2)** All personal data provided by applicants and beneficiaries (hereinafter “Data Subjects”) during the application process will be processed exclusively for the purpose of managing the application process for the award of support by the Calouste Gulbenkian Foundation and evaluating the impact and results thereof, on the basis of the relationship established with the Data Subjects through acceptance of these Regulations and fulfilment of the Gulbenkian Foundation’s legal duties in terms of verifying the Fitness and propriety of the selected applicants and the preliminary assessment described above.
- 3)** Data Subjects’ personal data will be kept for the period necessary to manage the application process for the award, as well as management of the support, except in cases where another period is required by the applicable legislation. Some data (namely the name of the Data Subject, date of application, terms and duration of support, personal data potentially included in reports, works and final publications, as well as voice and image records in the context of events and activities promoted by the Calouste Gulbenkian Foundation within the scope of this initiative) will be retained indefinitely by the latter, in the context of its activity of managing and conserving cultural, intellectual and artistic collections.
- 4)** The Calouste Gulbenkian Foundation guarantees Data Subjects the exercise of their rights in relation to their data, such as the right of access, rectification, erasure, opposition, restriction of processing, as well as data portability, in accordance with the applicable legislation.
- 5)** In order to exercise their rights and with regard to any questions related to the processing of data in this context, Data Subjects may contact the Calouste Gulbenkian Foundation using the following form.
- 6)** The Calouste Gulbenkian Foundation implements all the necessary and appropriate security measures to protect Data Subjects’ personal data, both when the data is processed directly by the Calouste Gulbenkian Foundation and when the data is processed by entities that it subcontracts.
- 7)** The Calouste Gulbenkian Foundation may process the personal data collected in this context directly and/or through subcontractors for said purpose, who will only process the personal data exclusively for the purposes established by the Data Controller and on instructions from the latter, being contractually bound to maintain confidentiality and guarantee the security of the data processing, and appropriate contracts will be signed with such subcontractors, under the terms and with the content provided for by the applicable legislation.

- 8) For the purposes of awarding and managing scholarships, the Calouste Gulbenkian Foundation may share the data of the Data Subjects with partner entities for the management of publications and institutional communications. Said entities may be based within the territory of the European Union or outside it; in the latter case, appropriate safeguards shall be implemented at all times, in accordance with the applicable legislation, to ensure the security of the personal data processed.
- 9) Data Subjects may submit a complaint to the Calouste Gulbenkian Foundation Privacy Committee using the following form. Data Subjects may also make a complaint to the Portuguese Data Protection Authority (CNPD) if they consider that the Calouste Gulbenkian Foundation has failed to comply with the legal provisions on data protection.

### **Article 16: Prevention of Corruption and Related Offences**

- 1) The Calouste Gulbenkian Foundation shall adopt and fully maintain 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 preliminary assessment of its counterparties and their respective exposure to the risk of corruption and related offences, namely, and where applicable, identifying the beneficial owners, the risks in terms of image and reputation, as well as commercial relations with third parties, in order to identify possible conflicts of interest.
- 3) The Calouste Gulbenkian Foundation has a Code of Conduct and forms an integral part of the present Regulations. It sets out the general provisions and principles of ethics and professional conduct that apply to the members of its governing bodies and all its employees, in their relations with each other and with third parties, and is a reference as to the standard of conduct required of the Calouste Gulbenkian Foundation in its relations with third parties.

### **Article 17: Anti-money Laundering (AML) and Terrorist Financing**

- 1) The Calouste Gulbenkian Foundation adopts and maintains Internal measures and procedures aimed at preventing and tackling money laundering (AML) 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 duties in terms of tackling money laundering (AML) 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 support granted under these Regulations.
- 3) The Calouste Gulbenkian Foundation shall, in accordance with the provisions of Article 12, carry out regular monitoring and supervision of the activities actually undertaken and of the use of the support granted, in order to ensure that they are consistent with the purpose and objectives underlying the respective award. For said purpose, the Foundation may request all information necessary for such monitoring and supervision, as well as the corresponding supporting documents.
- 4) If the Calouste Gulbenkian Foundation detects any suspicions that certain funds may come from criminal activities or be related to Terrorist financing, it will immediately inform the Central Department of Investigation and the Financial Intelligence Unit under the terms of the law and applicable regulations, keeping the communications made and the identity of those who made them confidential, as well as promptly collaborating with the relevant authorities in this matter, namely in fulfilment of the applicable reporting and information duties.
- 5) The Calouste Gulbenkian Foundation shall adopt and maintain Internal measures and procedures designed to ensure full compliance with the sanctions and restrictive measures approved by the European Union and/or the United Nations Organisation, as well as to fulfil its legal duties and obligations in this regard, including, but not limited to, its duties to comply with the sanctions and restrictive measures applied, to cooperate with the authorities, to report and inform them, and to report and maintain confidentiality.

### **Article 18: Harassment Prevention**

- 1) The Calouste Gulbenkian Foundation promotes and adopts non-discriminatory behaviour, whether on the grounds of nationality, ethnicity, gender, age, physical disability, religion, sexual orientation, opinion or political affiliation, condemning any form of bullying or sexual harassment, verbal or physical humiliation, coercion or threat, 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 line with the principles set out in the Code of Conduct for the Prevention and Handling of Harassment at Work and the Policy for the Prevention of Sexual Exploitation and Abuse, both available on the Foundation's website.

## **Article 19: Environmental Sustainability**

The Calouste Gulbenkian Foundation is fully committed to the path towards environmental sustainability, endeavouring to comply with the environmental legislation in force and to 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 20: Final Provisions**

- 1)** The Calouste Gulbenkian Foundation is solely responsible for clarifying any queries about these regulations.
- 2)** For clarification of queries, the Calouste Gulbenkian Foundation should be contacted via the following email address: [bolsasgulbenkian@gulbenkian.pt](mailto:bolsasgulbenkian@gulbenkian.pt).
- 3)** Matters not provided for in these regulations will be resolved by the Calouste Gulbenkian Foundation Executive Board.

## **Article 21: Entry into force**

- 1)** The present regulations shall enter into force on the date of their approval by the Calouste Gulbenkian Foundation's Executive Board.
- 2)** If circumstances so require, these regulations may be amended or modified at any time, which, once communicated to the scholarship holder, are immediately binding on it.

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