

Regulations for the Hosting of Visiting Researchers at the Institute of Contemporary History

Chapter I

Preamble

The presence of researchers from outside the Institute of Contemporary History (IHC) fulfils the purpose of promoting exchanges between researchers who have Portugal on their research agendas. Thus, the IHC welcomes researchers who wish to carry out all or part of an individual research programme, from national and international institutions, for stays of **three to twelve months**, renewable upon the supervisor's opinion.

Chapter II

Object

- 1 - To regulate the conditions for hosting visiting researchers at the IHC.
- 2 - To promote the exchange of IHC researchers with researchers from other research centres and national and foreign higher education institutions, at institutional level or through advanced training programmes.
- 3 - To promote the dynamisation of research agendas and events that intersect with the work developed by IHC researchers, creating an environment of mutual help that is an asset for both parties.

Chapter III

Admission Requirements

1 - The hosting of visiting researchers is intended for doctoral students and PhD holders from national or foreign universities and research centres, whose research topics have commonalities with the work developed within the Research Groups and/or Thematic Lines of the IHC.

2 - The hosting requires the approval of a project framed by one or more Research Group or Thematic Line of the IHC, duly supervised (or co-supervised) by an IHC PhD Integrated Researcher.

Chapter IV

Presentation of the Hosting Proposal

1 - The request for hosting must be addressed to the IHC Board of Directors through the e-mail address ihc@fcsh.unl.pt, by the candidate, who must attach the following documents (in Portuguese, English or Spanish):

- a) Updated *Curriculum vitae*;
- b) Summary of the work programme, which should include the justification of the visit within the framework of the IHC Strategic Plan as well as the supervisor (maximum 5000 characters);
- c) Start and end date of the hosting period;
- d) Declaration of the supervisor, committing to monitor the work of the visiting researcher;
- e) In the case of doctoral students, a statement from the home institution, ensuring that it is informed and agrees with the proposed work plan.

Chapter V

Approval Procedure

1 - The approval of the hosting proposal is made by the IHC Board of Directors, which may consult the coordinator of the Research Group and/or Thematic Line for an opinion.

2 - The decision is communicated to the applicant by e-mail with the issuance of a Declaration of Acceptance where the IHC agrees to be the host institution of the work programme / project.

Chapter VI

Duties of the Visiting Researcher

1 - The visiting researcher must provide the personal and scientific production data requested for internal information processing, namely:

- a) Full name;
- b) Address;
- c) Tax Identification Number (if applicable);
- d) IBAN and SWIFT (if applicable);
- e) E-mail address and telephone number;
- f) Organisation funding the visit (if applicable);
- g) Home institution;
- h) Supervisor;
- i) Start and end date of the visit.

2 - The visiting researcher must prepare a Final Activity Report, which should include a brief summary of the activities carried out and the objectives that the visit enabled to be realised, as well as any contributions to the work of other IHC researchers.

3 - An opinion from the visiting researcher's supervisor must be attached to the Final Activity Report.

4 - During their stay at the IHC, the visiting researcher must present a public seminar, or other similar activity, related to their research project.

Chapter VII

Hosting Conditions

1 - Visiting researchers are provided with the necessary conditions to carry out the work to be developed, namely access to the IHC facilities at NOVA FCSH and University of Évora, as well as to the respective libraries.

2 - Visiting researchers may participate in any scientific event promoted by the IHC, enjoying the same conditions that are consigned to Integrated Researchers of the IHC.

3 - The IHC will endeavour to provide logistical support with regard to the organisation of activities proposed by the researcher, provided they are previously approved by the supervisor.

4 - If interested, the visiting researcher can receive the IHC newsletters.

5 - The hosting conditions mentioned in this Regulation do not confer the status of Integrated Researcher of the IHC.

6 - At the end of the visit period, the HCI will issue a statement attesting to the researcher's activities at the Institute.