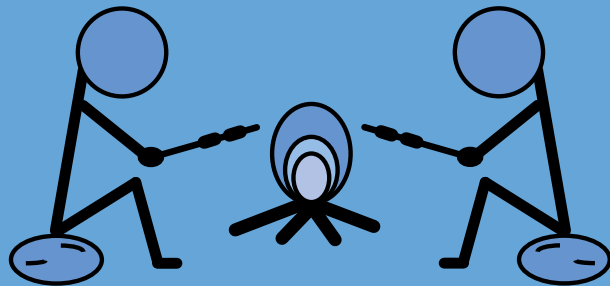


1<sup>ST</sup> EDITION

# SURVIVAL GUIDE

for CIIMAR PhD students



This is the first version of the "Survival guide for CIIMAR PhD students".

This guide was written by the CIIMAR's PhD committee in February 2022, to share freely among CIIMAR's community.

If you have any suggestions of other important topics you'd like to see added in the guide, just let us know! We will try to keep it as updated as possible.

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# 1. Important contacts at CIIMAR

During your stay at CIIMAR, you will need to get in touch with several services and platforms, either for some IT help, signing into the CIIMAR reservations platform, or simply to acquire a vending machine key. Here are all the contacts you need in one place!

## 1.1. Board secretariat and support and CIIMAR's services



Emilia Afonso  
(eafonso@ciimar.up.pt)



Isabel Regal  
(iregal@ciimar.up.pt)



Sónia Lopes  
(slopes@ciimar.up.pt)

When you first arrive at CIIMAR you'll need to request an identification card and fill out some personal information. This will be addressed with the board secretariat and support team. If you need to deliver receipts or sign contracts, it will be addressed with CIIMAR's services, on the 2<sup>nd</sup> floor. If you have any additional doubts regarding the bureaucracy of your PhD contract with FCT, you can contact Isabel Regal from the legal and public procurement department of CIIMAR.

- How to request the CIIMAR personal identification card?

You need to meet with Emília (3<sup>rd</sup> floor). Afterwards you'll need to activate your card with Sónia (ground floor reception).

**[Important note]:** For safety reasons, it is mandatory to validate your card every time you enter and leave the building. You can find the validation device at the main entrance (ground floor reception), or before passing through "boca da baleia", if you enter through the garage and use the lift to the 2<sup>nd</sup> floor.

- How to request a parking CIIMAR card?

This parking card will give you permission to park outside the CIIMAR building. To ask for one, you just need to send an email to Emília, with your car licence plate number and full name. Afterwards, Emília will give more info on the price and account number you'll need to transfer the money to.

**[Important note]:** the parking card does not guarantee a spot outside the building everyday! If there is an event at the CIIMAR building or if there is a cruise scheduled, you'll most likely be asked to park near the main gate. You can check the cruise schedule [here](#).

- How to request a parking CIIMAR card?

To request either, you only need to ask Sónia (at the main entrance, ground floor), and then you are all set for the coffee, treats or meets :).

You can also check the bookings of the meeting rooms [here](#).

## 1.2 Information Technology services

Geral: [helpdesk@ciimar.up.pt](mailto:helpdesk@ciimar.up.pt)



Vitor Rodrigues  
([vrodrigues@ciimar.up.pt](mailto:vrodrigues@ciimar.up.pt))



Tiago Pinto  
([tpinto@ciimar.up.pt](mailto:tpinto@ciimar.up.pt))

If you need any help or assistance with CIIMAR's email, software, access to the printers, or just need to use multimedia equipment for a meeting, you can contact the IT services of CIIMAR and take a look into their site:

<https://informatica.ciimar.up.pt/>

However, all of the requests must be made through an eTicket in the IT [helpdesk](#).

- How to acquire a CIIMAR email address?

After you've talked with Emília and are officially registered, you can request your CIIMAR credentials (username and password), as well as your email account to the IT services.

Then, you can access your email here:

<https://mail.ciimar.up.pt/owa/>

- How to request access to the CIIMAR printers?

You need to have CIIMAR's credentials (username and password). Then, you just need to follow the tutorial and steps described on their [site](#) to install all the necessary software.

After the installation of all softwares, you can use the printers freely (there are 2 printers on the second floor and one on the third) and access them with your CIIMAR card.

## 1.3 CIIMAR Waste Disposal



Joana Azevedo  
(joana.azevedo@ciimar.up.pt)



Marisa Almeida  
(calmeida@ciimar.up.pt)



Ana Inês Nóbrega  
(anobrega@ciimar.up.pt)

For every experiment you're planning to do in the lab, you need to account for the waste (chemical and biological) that will be generated. It is extremely important that you read and follow the safety rules written by the CIIMAR's waste disposal team (available in every lab).

If you still have any doubts on how to correctly dispose of waste, you can ask Ana Nóbrega or Joana Azevedo.

- How to properly dispose of your lab waste?

Whether you need to exchange chemical waste containers that are full, or dispose of reagent containers (plastic or glass) that are empty, you need to request through an eTicket [here](#) in the Waste Disposal section

## 1.4 BOGA (Aquatic Organisms Bioterium)

Geral: [boga@ciimar.up.pt](mailto:boga@ciimar.up.pt)



Hugo Santos  
([hsantos@ciimar.up.pt](mailto:hsantos@ciimar.up.pt))



Ricardo Branco  
([fbranco@ciimar.up.pt](mailto:fbranco@ciimar.up.pt))



Olga Martinez  
([omartinez@ciimar.up.pt](mailto:omartinez@ciimar.up.pt))

If you are going to work at the BOGA facilities, you'll need to attend the "Initial Biosafety BOGA Workshop". A recurrent workshop given by the responsible people whose contacts are listed above.

- How to request access to BOGA?

At the end of that workshop, you'll be asked which rooms you'll need access to. You can discuss this with your supervisor and the person responsible for the rooms you will need.

## 1.5 CIIMAR Reservations - CIIMAR's common laboratories

If your work requires you to use CIIMAR's common labs (molecular labs, autoclaves, etc.), you will need to have access to the schedule platform:

[reservations.ciimar.up.pt](https://reservations.ciimar.up.pt)

Here you have to schedule all the benches and equipment you will use for your work and the duration of time for which you will be using it.

You can ask Ana Nóbrega ([anobrega@ciimar.up.pt](mailto:anobrega@ciimar.up.pt)) to give you access to the platform and CIIMAR's common labs. If you have any doubts about the use of the common labs, you can also ask Ana Nóbrega.



## 1.6 Infrastructure and maintenance



Manuel Pinto da Costa  
(manuel.costa@ciimar.up.pt)

If you encounter any technical/electrical problems in your lab, or you require other infrastructure assistance, you can just contact Sr. Manuel or request assistance through an eTicket here, in the Infrastructure section.

## 1.7 Communication and outreach office



José Teixeira  
(jose.teixeira@ciimar.up.pt)



Eunice Sousa  
(esousa@ciimar.up.pt)



Marta Correia  
(mcorreia@ciimar.up.pt)

In science it is very important that we share our findings, whether it is amongst our peers to generate scientific discussion, or to the general public. Imagine that you publish a scientific paper or present your work in an international conference, CIIMAR has a communication and outreach team that can help you disseminate your results to a broader audience.

Keep up with CIIMAR's social media accounts ([LinkedIn](#), [Facebook](#))

## 2. Important contacts at FCT

All contacts with FCT are better carried through their email:

[bolsas@fct.pt](mailto:bolsas@fct.pt)

In this way you have a written proof of all the information they give you. By default, expect at least one or two weeks before getting a response. For more urgent matters, you can try their phone number:

**+351 213 924 300**

Sometimes it is hard to get a hold of them on the phone, but don't give up in the first half an hour! If needed, try to call at different times of the day.

# 3. Initial contract with FCT

If you have a PhD scholarship directly funded by FCT, you will have to submit all the documents needed for your contract on the online platform [myfct.fct.pt](http://myfct.fct.pt)

## Documents needed:

- Certificates of both your Bachelor's and Master's degrees
- Acceptance statement from your supervisor and co-supervisors  
(Template in Portuguese and English should be available on the myfct platform)
- Acceptance statement from all your host institutions  
(Template in Portuguese and English should be available on the myfct platform)
- Exclusivity Statement  
(Template in Portuguese is available on the myfct platform with the title "*Declaração sobre Exercício de Funções em Regime de Dedicção Exclusiva*")
- Copy of identity card
- Copy of your bank account number - IBAN  
(where it should clearly be seen your name; It should work if you download this document from your online bank services)
- Proof of Residency in Portugal – only for mixed scholarships  
(You can ask for this document on the Junta de Freguesia that your address belongs to)
- Proof of Enrolment on the Doctoral Programme  
(You can get this certificate at UP's sigarra platform ([sigarra.up.pt](http://sigarra.up.pt)) - Go to Certificados and select "*Certidão de inscrição em ano letivo*" on the right side)
- Professional status clarification  
(If you had any other work contract when you applied for the scholarship, you have to make a statement saying that contract is over or will be over when you start your PhD scholarship)

# 4. Social security - SSV

## 4.1 What is it

*Seguro Social Voluntário* (SSV) or Social Security insurance, is a volunteer contribution that you can make each month to the Portuguese social security system.

If you decide to enrol in this, it will give you access to social benefits/protection in case of disease, disability, parenthood or death.

## 4.2 SSV coverage

FCT only covers the lowest contribution - 1 x IAS (Table1). This means that you will pay the correspondent social security contribution and FCT will then pay you back. If you want to get fully reimbursed, you should choose the lowest contribution. However, if you decide to opt for a higher rank, FCT will still only reimburse the value corresponding to the lowest income rank.

**Table 1.** Different steps of voluntary contribution for social security. FCT only reimburses the first step

Beneficiários do Seguro Social Voluntário		
Escalões		Remuneração
1.º	1 X IAS	438,81€
2.º	1,5 X IAS	658,22€
3.º	2 X IAS	877,62€
4.º	2,5 X IAS	1.097,03€
5.º	3 X IAS	1.316,43€
6.º	4 X IAS	1.755,24€
7.º	5 X IAS	2.194,06€
8.º	6 X IAS	2.632,86€
9.º	7 X IAS	3.071,67€
10.º	8 X IAS	3.510,48€

## 4.3 How to apply for SSV

If you have an FCT scholarship, you can apply for the SSV benefits. First, you need to have your contract with FCT signed. Only then, you can apply for SSV, by following the following steps:

1. Deliver the needed documents (see below) in a social security institution  
(you can check the locations and book an appointment [here](#))
2. You'll receive a letter with the confirmation of your SSV framework
3. Next step is to register in the [Segurança Social Direta](#) site, pay all the missing monthly contributions  
(see "How to pay SSV?" topic below)
4. Obtain a Proof of Social Security Contribution
5. Send an email to [bolsas@fct.pt](mailto:bolsas@fct.pt) with the SSV proof of payment and confirmation of your SSV framework  
(don't forget to mention your PhD grant reference, on the email)

You have now finished your application to the SSV., Victory! :)

FCT will take appx 1-2 months to pay you back all the past SSV contributions. From this point on, you'll receive the contribution values automatically together with your monthly paycheck!

### **Documents needed:**

- SSV form (Model RV1007-DGSS)  
(You can find a portuguese template [here](#))
- Copy of the contract with FCT signed by both parts
- Copy of the identification card (Citizen card, passport or other)
- Medical certificate  
(It needs to be written by your family doctor from the national health service (SNS); FCT will not accept a certificate from other sources, like the general doctor from the SASUP of the University of Porto).

## 4.4 How to pay SSV?

Each month you will pay the SSV referenced to the month before (i.e., in January you will pay the SSV of December). You can pay your contributions to social security until the day 20 of the next month, before having to pay extra fees. You can pay in person at a service desk or, simply generate a MB payment reference on the [Segurança Social Directa](#) website.

For that, sign in to your account and click on *Conta-corrente > Pagamentos à Segurança Social > Consultar valores a pagar e emitir documentos de pagamento*. Then, select the missing monthly contribution, issuing a document with the payment reference and pay.

You can also pay at the ATM (exclusively at the ATM machines). For this you should follow these steps: *Pagamentos e Outros Serviços > Estado e Setor Público > Pagamentos à Segurança Social > Seguro Social Voluntário* after which you will be required to add your *Número de Identificação da Segurança Social* (NISS) and all other information required. Similar steps can be taken if you choose to pay via your homebanking services. Bear in mind you should keep your proof of payment.

## 4.4 Benefits in case of parenthood: Social Security vs FCT

- Through Social security

You can request a parental subsidy if you contribute to the *Seguro Social Voluntário*, through the services mentioned above or in *Loja do Cidadão*.

This subsidy is attributed after the birth of a child, for a period of 120 - 150 consecutive days (depending on the parents will), with 100% of the aid to which we are entitled. Read all about the Social Security parental subsidies in this [guide](#).

**[Important note]:** The SS subsidy values are always calculated based on the income contributions...in our case they are calculated as if we receive 438.81€ of salary!!!

- Through FCT

You can request FCT for a maternity leave (and suspend your contract) for a period of 4 months fully paid: you'd receive the total value of your PhD income (~1100€). You can choose to extend your leave up to 5 months, however, you would only receive 4 months worth of pay! Consequently, your PhD scholarship would extend for those months you required. Under *Lei Geral do Trabalho*, FCT can also provide you with a 15-day paid paternity leave (if he holds a FCT funded PhD, as well).

**[Important note]:** You're only eligible for this paid maternity leave if you do not require any subsidy from the Social Security services or similar entities!

How to request it? You just need to email [bolsas@fct.pt](mailto:bolsas@fct.pt) stating the time period and conditions you wish for your parental leave, sending attached the following documents:

- **Copy of your child's official birth certificate**  
(It can also be a copy of citizenship card or a statement from your doctor/ health centre confirming the birth date).
- **Statement from the Social Security services**  
(It needs to state that you will not use their parental subsidy (*subsídio parental inicial*)).
- **Declaration statement on absence of other subsidies**  
(It needs to state that you did not / will not require any parental subsidies from Social Security or from other entities).
- **Declaration on share parental licence**  
(Only needed in case of shared parental licence "*licença parental inicial partilhada*"; it needs to state the period that each parent wants to use and be signed by both).
- **Declaration of your partner's employer**  
(Only needed in case of shared parental licence "*licença parental inicial partilhada*"; It has to confirm the period that the other parent will be on parental leave).

# 5. PhD contract renewal with FCT

If you have a PhD scholarship directly funded by FCT, you must renew your contract every year and submit all the necessary documents to their email: [bolsas@fct.pt](mailto:bolsas@fct.pt).

It is extremely important that you *require the renewal of your contract no less than 60 working days before the end of your scholarship*.

**If you fail to deliver on time, you risk having your scholarship terminated by law** (al. d) do artigo 17.º do Estatuto do Bolseiro de Investigação) **and your funding cut.**

Nevertheless, FCT will send you an alert email, in the last month you can send the docs.

## Documents needed:

- Acceptance Statement from your Supervisor and Co-supervisors  
(It should contain a small description/positive evaluation of your past year's work and agreement with the renewal of the scholarship)
- Acceptance Statement from all your Host Institutions
- Updated Exclusivity Statement  
(Template available on the myfct platform with the title "*Declaração sobre Exercício de Funções em Regime de Dedicção Exclusiva*", or sent in the reminder FCT email)
- Proof of the Doctoral Programme' Enrolment Renewal  
(You can get this certificate at UP's sigarra platform ([sigarra.up.pt](http://sigarra.up.pt)) - Go to *Certificados* and select "*Certidão de inscrição em ano letivo*" on the right side)

**[Important note]:** If you cannot renew your school year before your FCT scholarship renewal deadline, you can write a statement explaining so (see example in annex a)) and send it instead.

- Proof of Social Security Contributions  
(You can get this certificate on [Segurança Social Directa](#) (SSD), after clicking on: *Conta-corrente -> Pagamentos à Segurança Social -> Consulta de Movimentos de conta-corrente de Contribuições – Trabalhadores Independentes e Seguro Social Voluntário*)

**[Important note]:** only the latter document will be accepted by FCT, as bank extracts or any other documents won't do. Also the conta-corrente of SSD is only available for a 1 year-period.



# 6. Doctoral programme renewal

You must renew your enrollment in the Doctoral Programme every year (in the respective platform of your institution) accompanied by all the necessary documents. The documents can be sent to the post-graduation email of your institution, or delivered personally, depending on the rules in place.

## **Documents needed:**

- **Enrollment Confirmation on the Doctoral programme**  
(*"Boletim de inscrição"*)
- **Data Protection Statement**  
(You can find the *"Declaração de proteção de dados"* template during your Doctoral programme enrolment; some faculties may not ask for this document, like FCUP)
- **Report of PhD Project Developments**  
(might depend on your doctoral programme)
- **Commitment Statement FCT**  
(Only needed if you have an FCT grant. It is a statement saying that FCT will cover your college tuition for that year)

**[Important note]:** To settle the student's tuition account, it is necessary to send the post-grad office a copy of the renewed contract with FCT. This document can be sent afterwards, as long as you attach the "Commitment Statement FCT" instead.

# 7. Request for time abroad during PhD

If you have a PhD scholarship directly funded by FCT, even if you have not chosen a hybrid regime (*bolsa mista*), you have the opportunity to do part of your PhD work abroad, funded by FCT itself.

Below we give you some options and important notes to bear in mind, if you have chosen to enrol in this.

## 7.1 *Bolsa mista vs bolsa nacional* - options

Whether you have chosen a hybrid regime by the time of your PhD application (*bolsa mista*), or not (*bolsa nacional*), the work done abroad needs to be linked to your PhD work plan somehow. Try to have all your documents ready to deliver to FCT (bolsas@fct) at least 60 days prior to your time abroad.

- Maximum time you can request

If your PhD application did not include some time abroad, you can still have up to 6 months in another country. If you have a *bolsa mista*, you can stay abroad for up to 2 years.

- Maximum possible funding granted by FCT

FCT will give you an one time subsidy in the month you go abroad. For travelling purposes they will pay you 300€ if your destination abroad is within Europe and 600€ if its outside. For accomodation proporses they will pay you 1000€, regardless of your destination abroad.

**[Important note]:** Do not forget to keep your receipts from travelling and accomodation as a proof of your time abroad, in case FCT asks for it.

## **Documents needed:**

- Acceptance Statement from your Supervisor and Co-supervisors  
(You need a statement from your main supervisor (from Portugal) and the co-supervisor/person responsible for the lab/institute you'll be at abroad)
- Acceptance Statement from your Host Institutions
- Document Compiling your Expenses Budget

# 8. Additional information for foreigners

If you are a foreigner PhD student, there are several additional steps to take care of. The earlier, the better! The best is to do those steps in the following order:

## 8.1 NIF/ Tax number

To have a NIF in Portugal is very important for your daily life. To get your NIF (tax identification number), you need to book an appointment for the national financial services (*Finanças*). They will prepare a document for you, including your NIF and your address from your ID card/passport. (You should change that later on to your portuguese address after getting your "Residence Certificate".)

## 8.2 Residence Certificate

You need to register yourself as being a resident in Portugal. For that, you need to go to the "*Junta de Freguesia*" of your place. Portugal is divided into different "*freguesias*"; find out to which one your city belongs to.

To register, you will need either a renting contract or you can go directly there together with your landlord (if possible), because she/he will have your renting contract registered in "*portal das finanças*" and can prove that you are living here.

They will give you a document proving your residency in the "*freguesia*". With that document, your passport, NIF, and your working contract you need to go to the city council ("*Câmara municipal*") and ask for the residence certificate ("*Certificado de registo de cidadão da união europeia*").

Having that document, you are officially a resident in Portugal. Then, you'll need to go again to the financial services and show them the document so that they can update your address to the portuguese one.

### 8.3 *Número Utente*/ Enrolment into healthcare system

By asking for the so-called "*Número de Utente*", you will be registered into the national healthcare system in Portugal. In case you need treatment in the hospital or if you want to see the doctor, this number is very important!

After having your NIF (they will also ask for that), you should go to the healthcare centre ("*Centro de Saúde*") in the place you live. If you do not speak Portuguese, it is better to ask a native Portuguese to go with you. In the "*Centro de Saúde*", you should say that you want to get enrolled into the healthcare system and that you want to get a "*número de utente*". Don't forget to bring your passport/ID card and your NIF number!

They will print a document for you including the "*Número de Identificação do Utente*".

**[Important note]:** Hold on to this document and have it with you in case you need medicinal assistance.

### 8.4 Get a family doctor

To enrol into the social security system, once again you will need several documents (see Chapter 4 "Social Security"). A document that is usually missing for foreigners is the "*atestado de saúde*", a document saying that you are physically and psychologically able to work.

Send an e-mail to the healthcare centre of your city and tell them that you would like to have a family doctor. This family doctor will then prepare the document for you. In some cases, you need to do some health exams since foreigners don't have a medicinal history in Portugal.

### 8.5 Get access to "*Segurança Social Direta*"

Follow the steps in Chapter 4. As an additional step, you need to register on the website (*Segurança Social Direta Registrar na [Segurança Social Direta](http://seg-social.pt) (seg-social.pt)*) and they will send you a verification code via e-mail or mail to activate your account.

## 9.1 Statement on Doctoral Programme' Enrolment Renewal

### COMPROMISSO DE HONRA

Comprovativo de renovação de inscrição em programa doutoral

Eu, [NOME], melhor identificado no âmbito do contrato de bolsa de investigação celebrado com a FCT, I.P. com a referência [NÚMERO REFERÊNCIA DA BOLSA], declaro sob compromisso de honra que irei submeter o comprovativo de renovação de inscrição no programa doutoral em [NOME DO PROGRAMA DOUTORAL] da universidade [NOME DA UNIVERSIDADE].

O presente ano letivo ainda não terminou, sendo o prazo de renovação da inscrição no programa doutoral em [DATA DA RENOVAÇÃO]. Assim que formalizar a inscrição, enviarei o documento pelos meios de comunicação devidos.

Por ser verdade, vai a presente declaração ser por mim datada e assinada.

[Local], [Data],

[Assinatura]

