



**Instituto Gulbenkian de Ciência**

**HANDBOOK**

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## A. GENERAL INFORMATION

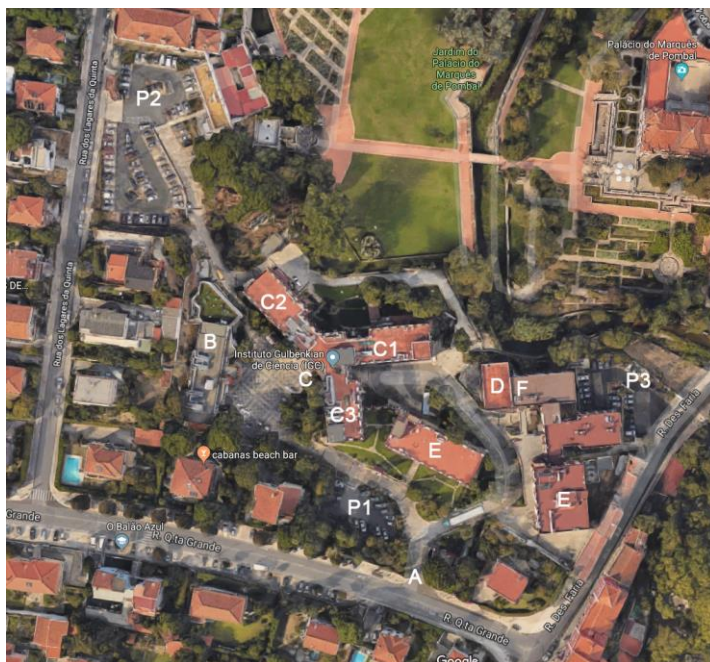
Instituto Gulbenkian de Ciência (IGC) welcomes you as research scholar!

We hope that you will find your project both stimulating and enjoyable. This handbook contains some information that we hope will assist you in settling in and starting your research. Good luck with your research!

### A.1 INTRODUCTION

This Handbook is a universal guide on certain rules and administrative procedures. Administrative procedures can be complex and time consuming, so this document is intended to clarify and simplify as much as possible.

### A.2 IGC MAP



- A. Main Entrance gate
- B. Canteen and Auditoriums
- C. Entrance to Main Building
- D. Library and Teaching Room Theano
- E. Animal Facilities
- F. Training Office
- P. Car Parks

### A.3 KEY PERSONNEL AND POINTS OF CONTACT

The administrative unit (Admin Unit) ensures the administrative assistance to all institute members. It is divided into three separate Units:

**1. Scientific Events Management and Administrative:** handles all the logistics for any event held in our Campus or organized by IGC elsewhere, including the general meeting organizations (e.g. travel arrangements, hotels booking, seminar visitors, technical support to seminars, meeting rooms scheduling, etc...). The team also handles all tasks related to incoming research support (e.g. Settling down in PT, housing, bank accounts, SEF and SSV registrations, welcome support in IGC). All related requests must only be done via the helpdesk 'Event Management'. When you arrive, the Training Office will take care of all these for you, during class period, but you should contact this team, once you join a lab.

**2. Human Resources:** all requests related to fellowships, registration processes, declaration requests, labour contracts, parental leave, insurances and any other HR related topic. This help desk will be managed by Olena Shydenko together with the Foundation HR Department. All related requests must only be done via the new help desk 'Human Resources'.

Support is provided in the form of organizing housing and assisting in Portuguese bureaucracy such as obtaining a national tax number, social security number, as well as opening a bank account and register with the National Health Centre.

#### A.4 IMPORTANT INFORMATION

Passport no. Expiry date Visa expiry date	
NIF no.	
Bank account IBAN no.	
Fundação Calouste Gulbenkian (FCG) NIF	500745684
Personal accident insurance	Policy No. 580000512
National Health no.	
National Emergency Number:	112
National Health Line:	808 24 24 24
Multicare no.	
Social Security no.	
ACeS Lisboa Ocidental e Oeiras – Unidade de Saúde Familiar S. Julião	Avenida Salvador Allende 2780-163 Oeiras E-mail: <a href="mailto:usf.sjuliao@arslvt.min-saude.pt">usf.sjuliao@arslvt.min-saude.pt</a> Tel: 214 400160 Fax: 214 400 128
Unidade de Cuidados de Saúde Personalizados de Paço de Arcos	Avenida António Bernardo Cabral Macedo 2770-219 PAÇO DE ARCOS E-mail: <a href="mailto:parcos@csoeiras.min-saude.pt">parcos@csoeiras.min-saude.pt</a> Tel: 214 540 800 Fax: 214 540 809
Costa Duarte - Corretor de Seguros, S.A. <a href="#">Multicare</a>	António Augusto Aguiar, 130-4.o 1050-020 Lisboa Tel.: +351 213 504 440 Fax: +351 213 504 443 E-mail: <a href="mailto:geral@costaduarte.pt">geral@costaduarte.pt</a>
Psychological support	Avenida Duque d'Ávila, 66, 4º, Lisboa Metro: Saldanha <a href="#">Google Maps</a> Tel: + 351 213432074
<a href="#">FCT - Loja do Cientista</a>	Av. D. Carlos I, 126 1249-074 Lisboa Portugal Tel: +351 213924300 <a href="mailto:bolsas@fct.pt">bolsas@fct.pt</a>
IGC Fairness Advocate, Ombudsperson Office	<a href="mailto:Ombudsoffice@igc.gulbenkian.pt">Ombudsoffice@igc.gulbenkian.pt</a> Margarida Trindade – ITQB-NOVA: <a href="mailto:margarida.trindade@itqb.unl.pt">margarida.trindade@itqb.unl.pt</a> Pedro Magalhães - ICS-UL: <a href="mailto:pedro.magalhaes@ics.ulisboa.pt">pedro.magalhaes@ics.ulisboa.pt</a>

## B. BEFORE ARRIVAL

### B.1 Apply for a visa

Scholars from some non-EU countries require a visa when travelling to Portugal. The EU has a common list of countries whose citizens must have a visa when crossing the external borders and those whose nationals are exempt from that requirement. Details of procedures can be found at:

<http://www.euraxess.pt/portugal/information-assistance/entry-conditions>

<http://www.secomunidades.pt/vistos/index.php?lang=en>

**At least 3 months** before the beginning of the Scholarship/Fellowship, you must apply for the visa at a Portuguese Embassy or Consulate of your area of residence. The Scientific Events Management and Administrative Team will provide you with a letter stating that you will start working at the Institute (Letter in Portuguese and translation in English signed by the IGC Director).

### B.2 IGC online pre-registration

Once you are in IGC, you will receive an email with instructions and the IGC Registration login (your full e-mail address) and password to register on the ONLINE Registration Platform.

Please login and fill in all the information requested, upload the required documents and read the training agreement carefully, and accept it. **Please note that if you do not agree with the training agreement, you will not be able to join IGC. In that case please contact the head of the programme.**

In order to complete the online registration, you must upload the following documents:

- Digital passport-sized colour **photograph**;
- Updated ***Curriculum vitae***;
- **Work Plan**.

Once registration is completed, you will receive the following instructions:

Upon arrival three copies of your Training Agreement must be printed and signed by your PI and yourself, and must be handed in to Human Resources (Olena Shydenko). You will then be informed when your IGC card, IGC account and e-mail address and passwords will be available.

Once registration is completed, your IGC account and e-mail will be activated shortly and added to the appropriate mailing lists.

### B.3 Important documents

You must prepare, send a digital copy to your project manager and bring the following documents:

- Identification document: **Passport** with **visa**, if necessary;
- **Proof of address** - An official document stating your postal address at your country of origin (e.g. driving license) – please note that this has to be in a language and

characters legible for the bank of Portugal, so if you have it in characters other than roman, you must bring an official translation, certified by the Portuguese Consulate;

- Updated ***Curriculum vitae***;
- ***Atestado Médico***, if you are registered with the Portuguese health system and wish to enrol on the Voluntary Social Security Scheme;

## 1. UPON ARRIVAL

### 1.1 General

#### 1.1.1 Using the IGC address for specific purposes

The Scientific Events Management and Administrative Team will provide you with a declaration from the IGC, allowing you to use the IGC's address if you do not have one to use to obtain the Portuguese Tax number and open a bank account.

#### 1.1.2 Obtain a Portuguese tax number (NIF – número de identificação fiscal)

Obtaining a Portuguese fiscal identification number (NIF – known as the *número de contribuinte*) is mandatory - absolutely nothing is possible in Portugal without a NIF!

Upon arrival, the Scientific Events Management and Administrative Team will provide you with the required document for NIF purposes IGC and will schedule a visit to the tax office with Jorge Costa, who will help with translations in case of need.

Documents required:

- A copy of your passport with your signature;
- IGC Declaration – provided by the Scientific Events Management and Administrative Team
- A Portuguese address (if you do not have one, we will provide you a declaration to allow you to use IGC address).

At the tax office please provide your future address of residence if known. **Keep your temporary paper transcript containing your NIF – it is very important.**

#### 1.1.3 Opening a bank account

If you do not have a Portuguese bank account, the Scientific Events Management and Administrative Team will provide you with the required declarations to open a bank account (a declaration confirming contract and if necessary a declaration from IGC letting you use its address if you do not have one. This account will be used by the IGC for your salary payments (wire transfer).

At your request, the Scientific Events Management and Administrative Team can also organize a meeting locally at the IGC with a representative of Novo Banco, SA. You are of course, not obliged to use this bank; however please note that the IGC has this special arrangement only with this bank.

To open a bank account, you must provide:

- A copy of your passport with your signature;
- An official document stating your postal address at your country of origin (e.g. driving license);
- The full names of your parents;
- IGC Declaration – provided by project manager;



- A Portuguese address (if you do not have one, we will provide you a declaration to allow you to use IGC address);
- NIF.

#### 1.1.4 Application for renewal of the visa/ Resident Permit/ Prorogation of Permanence

Your Temporary Stay visa should allow you to stay in Portugal for three months. **At least 2 months prior to the visa expiry date**, you must book an appointment online with SEF (*Serviços Estrangeiros e Fronteira*):

- [SEF website](#)
- You will need to create an account if you do not have one - please go [here](#) and follow the instructions. Please keep this login and password in a safe place as you will need it for all future appointments made online!
- After you create login and password, use this to enter and then just follow the instructions to book an appointment.
- IMPORTANT: Due to high demand in Lisbon and the surrounding suburb areas, your appointment could run the risk of being scheduled for many months ahead which could go beyond the expiry date of your visa or residency card. If this happens, according to advice from the SEF Cascais, you will need to keep a printed copy of your online booking showing the date that you requested your appointment, with you at all times. Unfortunately, you will not be allowed to travel until your document is updated. For this reason, we strongly recommend that you book your appointment at least 2 months in advance (or more if possible).

You will require the following documents for renewal:

- Passport or any other valid travel document;
- Your current document (visa or residence card due to expire)
- Proof of subsistence means;
- Proof of accommodation conditions;
- Proof of registration at a Portuguese tax office;
- Proof of registration with Social Security; (if you have a fellowship and are NOT contributing to social security, this will not be necessary)
- Criminal record Request from: a) country of origin and/or (if applicable) b) place of stay for more than a year.
- Work contract or declaration of the employer entity confirming the continuity of the labour relationship, or Contract for services or declaration of the beneficiary confirming the continuity of the contract or evidence of holding a scientific research fellowship;
- €163.70

#### 1.1.5 Registration for resident EU Citizens (EES and Switzerland)

On the fourth month of your stay you must register as a EU citizen living in Portugal at the City Hall of your residence area. You will need different forms for different City Halls, please ask the Training Officer for help. If you have children you must take them with you, as all members of the family must register and be present to do so. For further information please check [SEF website](#).

Documents required:

- Valid Identity Card / Passport
- IGC declaration stating that you are a postdoc fellow and that you hold sufficient funds to support yourself and your family, that you are covered by health insurance when the same applies to Portuguese citizens in your country of origin – Scientific Events Management and Administrative Team
- € 15,00 processing fee

## 1.2 Health and Safety

### 1.2.1 Personal accident insurance

All postdocs at IGC are covered by personal injury insurance during work hours and when travelling directly between their place of residence and the work place.

In case of an accident in the work context and if you require a visit to the hospital, please pay and save the receipt. Please contact the Human Resources for details.

### 1.2.2 Obtain access to the Portuguese health system

Legally in Portugal, every citizen, including foreigners benefit from the national health care system. Fellows who are EU citizens should bring a European Health Insurance Card provided by their local authority.

You must go to the health center of your residency area or to a counter of the “Citizen Shops” ([Loja do Cidadão](#)), to register with a Health Center and ask for the health service card.

Required documents:

- Citizen Card/ID card or other valid identification document;
- SEF card if you are not European;
- IGC declaration;
- Document that provides proof of residence; Foreign citizens without Resident Permit have also the right to benefit from the national health care system upon presentation at the health center of a certificate of residence (*Atestado de residência*), issued by the parish council (*Junta de Freguesia*) of your residency area, confirming that you are in Portugal for **over 30 days**. To issue this certificate, 2 witnesses are required. They need to reside in the area or make a statement of honour.

European researchers, who are registered on a health/social security system of the EU Member States, European Economic Area or Switzerland, have access to health care under the same conditions as beneficiaries of the National Health Service during a temporary stay in Portugal, as long as they hold the European Health Insurance Card.

**National Emergency Number: 112**  
**National Health Line: 808 24 24 24**

### 1.2.3 Private Health Insurance

You may enrol in a private health insurance “MULTICARE” with special reduced rates for IGC employees. Human Resources (Olena Shydenko) will help you to register with the private health insurance.

#### 1.2.4 Sick leave – extended illness

**If you get ill and cannot attend the Lab for any reason you should let your supervisor know.**

Post-doc Fellows have the right to suspend the fellowship during extended illness periods. The grant will be extended accordingly but the payment of the monthly maintenance stipend will be suspended during the work absence period.

You must send IGC a letter requesting the temporary suspension of your fellowship, a support letter from your supervisor and the ***Certificado de Incapacidade Temporária para o Trabalho*** (CIT). To reactivate the fellowship, you need to send IGC a letter of request as well as a letter from your supervisor supporting the reactivation. You will receive confirmation e-mails in both cases.

The CIT is issued by the health services but is obtained by your doctor from the Social Security (SS) and if you did not join and pay for the SSV you won't be able to obtain it. 3 copies will be generated: one digital sent automatically to SS, and 2 paper copies, given to you, one for you and another for your employer (IGC). The certificate has a maximum duration of 30 days, so you need to renew it each month. Note that you need to have joined the SS for at least 6 months before you are entitled to obtain sick leave.

If you are registered with the SSV you have to notify SS to be entitled to receive the sickness cash benefit. This may be done online provided that you are registered on the SS platform. FCT and IGC covers the basic level of the SSV, that provides a subsidy of €428,90. The first 30 days of sick leave are not paid so that payments start on the second month of the sick leave: <http://www.seg-social.pt/seguro-social-voluntario>.

In case of extended illness, you must contact your supervisor in order to obtain a letter (that includes details of the sick leave period). This letter and a copy of the CIT shall be sent to the IGC Director, together with a proposal requesting support of the fellowship during the period of illness. Please send an e-mail to the Postdoc Coordinators, and all necessary attached documents. Together with the approval of the Postdoc Coordinators, the project manager will place a helpdesk to the Admin Unit to obtain approval from the IGC Director and finalize the process.

#### 1.2.5 Psychological support

IGC has a protocol with a Psychology Office. If you wish to use this service, IGC covers up to 4 sessions (50 min each). For these 4 sessions, invoices are sent directly to the IGC, anonymously, so that you do not need to be reimbursed and nobody knows to whom the services were for.

To make an appointment that takes approximately 2 days, please call the office number: 213 432 074.

They have voice mail, and you must leave a message with your name and contact so they can call you back as soon as possible. Please mention that you are an IGC fellow.

Working team:

Joana Coelho (Portuguese, English, understands French)

Inês Ricardo (Portuguese, English)

Carlos Ferraz (Portuguese, English)

Corina Fernandes (Portuguese, Spanish)

Ana Mónica Dias (Portuguese, English)

Dora Lourenço (Portuguese, English)

Office address:

Avenida Duque d'Ávila, 66, 4º, Lisboa

Metro: Saldanha [Google Maps](#)

Tel: + 351 213432074

Note that this deal is independent from the Multicare insurance. This means that you can still have access to the psychiatric and/or psychological support provided through the Multicare network, separately.

### **1.2.6 IGC Fairness Advocate, Ombudsperson Office**

The IGC has an independent Ombudsperson office to handle the rare occasions of conflicts and provide a feeling of security to our students and more generally the community. In parallel, the IGC is implementing a code of conduct guidelines for integrity and good practices in research.

Subject matters of the Ombudsman Office:

1. Complaints regarding working relations within a lab
2. Cases of harassment of any nature
3. Claims of scientific misconduct
4. Provides the ability to address subtle forms of insensitivity and unfairness that do not rise to the level of a formal complaint but nonetheless create a disempowering work environment.

Interventions of the Office:

The Ombudsperson office provides advice and information, acts to mediate conflict and suggests a course of institutional action.

Members and contacts:

[Ombudsoffice@igc.gulbenkian.pt](mailto:Ombudsoffice@igc.gulbenkian.pt)

Margarida Trindade – ITQB-NOVA

[margarida.trindade@itqb.unl.pt](mailto:margarida.trindade@itqb.unl.pt)

Pedro Magalhães - ICS-UL

[pedro.magalhaes@ics.ulisboa.pt](mailto:pedro.magalhaes@ics.ulisboa.pt)

## 1.3 IGC Registration

### 1.3.1 Training Agreement

When you arrive, you are expected to have read and agreed with the training agreement. This document signed by you, the IGC Direction and your PI, defines the general terms of your relationship with the IGC. Your PI will hand you 3 printed copies signed. You must fill it in, write initials on the top right corner of pages 1 to 3 and sign the last page and hand these to the Human Resource Assistant (Olena Shydenko).

## C. GENERAL INFORMATION ON LIVING IN PORTUGAL

### C.1 Housing

There are a number of places where you can look for accommodation:

Custo Justo - <https://www.custojusto.pt/>

OLX - <https://m.olx.pt/>

Idealista - <https://www.idealista.pt/>

Once you have found a suitable place you will need to sign a rental contract.

The landlord has to register the contract at the nearest tax office (*Finanças*) to become a legal document and have effects on income tax. This procedure has a fee of 10% of the rent value and it is a cost to be paid by the landlord.

The first payment is usually of two rents, one referring to the first month and other referring to the last month of stay (as insurance). If the house has furniture an additional month can be requested. This amount will be returned if the furniture stays in the same conditions upon your entry, after you leave.

When you sign a rental contract, your landlord may ask you to provide a Fiador – a third party (person or company) to provide liability in case you are unable to pay the rent. If you are unable to provide a Fiador, you could be asked to provide either two or three two months of rent in advance or a deposit.

To find out about the essential domestic services you'll need for your home in Portugal please check: <http://lisbon.angloinfo.com/information/housing/setting-up-home/>

### C.2 Taxes

- The main taxes, other than income tax include:
- Audio-visual tax
- VAT
- Stamp Duty

- Property taxes
- Vehicle taxes

For more information see: <http://lisbon.angloinfo.com/information/money/general-taxes/>

If there is no employment or legal labour relationship, as is the case of research fellowships (Law 40/2004, of 18 August), there is no tax obligation concerning income tax (IRS) since that income is not subject to taxation.