

## **ORDINANCE RT. 030/ 2019**

### **Subject: Rules and Regulations for the Professor Manuel Gomes Guerreiro Prize**

The Rules and Regulations for the granting of the Professor Manuel Gomes Guerreiro Prize are published in the Appendix to this Ordinance.

Faro, 2 April 2019

The Rector

Paulo Águas

## **RULES AND REGULATIONS FOR THE PROFESSOR MANUEL GOMES GUERREIRO PRIZE**

The University of the Algarve, with the support of the City Councils of Loulé and Faro, announces the establishment of the Professor Manuel Gomes Guerreiro Award. On the centenary of his birth, the illustrious Professor and researcher who distinguished himself in the fields of the environment, biodiversity, and sustainability and who was the first Rector of the University of Algarve is to be honoured.

### **Article 1 Objective**

The goal of the Professor Manuel Gomes Guerreiro Award is to recognize a published work, book, or doctoral thesis which has contributed to scientific development in one of the fields of study of the University of the Algarve.

### **Article 2 Eligibility**

1. Submissions must have been published either in the year of the contest or in the immediately previous one and may not have previously won awards.
2. Doctoral theses may only be submitted upon completion.

### **Article 3 Application process**

1. The deadline for submitting applications for the Professor Manuel Gomes Guerreiro Prize is defined and announced annually on the University of the Algarve website.
2. Applications are filed using the form available on the web page of the University of Algarve and should be addressed to the Rector of the University of Algarve. The application may either be delivered personally or digitally at the Expediente Geral of the University of Algarve, located on the lower floor of the Central Library Building, at the Penha Campus, Faro, during working hours, 9:00 - 12:30 and 14:00 - 17:30, p.m. Alternatively, applications may be sent by registered letter with return receipt to the University of Algarve, Campus da Penha, 8005-139 Faro, as long as postmarked by the deadline
3. The application must consist of 3 (three) complete copies of the paper, one hard copy and two digital ones.
4. Submissions will not be returned.
5. Any questions can be directed to [premio-mgg@ualg.pt](mailto:premio-mgg@ualg.pt)

#### **Article 4**

##### **Eligibility**

1. Applicants of all nationalities are welcome to apply, and special consideration will be given to encouraging young researchers.
2. Submissions must be written in either Portuguese or English.
3. Only one application and one submission per candidate are accepted.
4. Applications must be filled in in accordance with the Rules and Regulations posted on the University of the Algarve website.
5. Only those applications that fully comply with the conditions and requirements established in these Rules and Regulations will be accepted.

#### **Article 5**

##### **Exclusion criteria**

Contestants will be excluded from participating in the competition if they fall under any of the following situations:

- a) if the work is not encompassed within one of the fields of study of the University of Algarve;
- b) if the candidate does not comply with the requisites outlined in points 2 and 3 of Article 3;
- c) if the application is not organized in accordance with the requirements spelled out in the application form for the Professor Manuel Gomes Guerreiro Prize;
- d) if applications are submitted after the closing deadline;
- e) if the submission is an incomplete doctoral thesis;
- f) if the submission has been carried out in co-authorship with any of the jury members;
- g) if the submission has previously won this award.

#### **Article 6**

##### **The Jury**

1. Applications for the Professor Manuel Gomes Guerreiro Prize will be judged by a panel of six members to be chaired by the Rector of the University of Algarve, without prejudice to the possibility of delegating this power to one of the Vice Rectors.
2. Members of the jury cannot be co-authors of any works submitted for consideration, nor can they have contributed in any way which might be construed as constituting a conflict of interest.
3. Meetings can only be held with the participation of a majority of four members.
4. The jury shall deliberate by means of a nominal vote, based on the selection criteria adopted and published in the contest announcement. The majority vote shall decide, and abstentions shall not be allowed.
5. The Jury Chair shall have the deciding vote in the event of a tie.

6. Detailed minutes drawn up following the meeting shall include a record of the individual vote of its member and shall be signed subsequent to approval by all members.
7. The decisions of the jury shall not be subject to either complaint or appeal.

#### **Article 7**

##### **Selection and evaluation criteria**

1. The contest organizers are solely responsible for the selection criteria and grounds for the decision, including the granting of the Professor Manuel Gomes Guerreiro Prize to the winners.
2. Following the application deadline, the jury shall analyse whether the submissions fit the application criteria and will decide on the acceptability or exclusion of the candidates.
3. Applications accepted will be subject to evaluation according to the evaluation criteria, in which:
  - a) Jury members draw up a document with the marks assigned to each submission, taking into account the previously established and disclosed criteria.
  - b) Each jury member shall assign a score of 0 to 20 for each application (decimals permitted) and that mark shall be entered into the official score sheet which shall constitute part of the official minutes.
  - c) The final mark for each applicant is determined by the average of the scores awarded by all jury members.
4. Applications shall be ranked according to their marks.
5. No joint prizes will be attributed.
6. Candidates will receive email notification of their final marks.

#### **Article 8**

##### **The prize**

The Professor Manuel Gomes Guerreiro Award attributes a prize of 10,000€ per annum.

#### **Article 9**

##### **Award and publicity of the Prize**

1. A public award ceremony will take place on the Day of the University of the Algarve and the award will be publicized as seen fit by its organizers, namely by way of the [www.ualg.pt](http://www.ualg.pt) website.
2. By accepting the award, the winner agrees to participate in the ceremony and to allow their image and data to be publicized, including by the media, as the award organizers see fit.
3. The names of unsuccessful applicants will not be disclosed.
4. The winner is responsible for any travel costs incurred in participating in the award ceremony.

## **Article 10**

### **Cancellation criteria**

The organizers of the Professor Manuel Gomes Guerreiro Award reserve the right to forego awarding the prize, without any formal procedures, in the following cases:

- a) if it is found that none of the submissions meets the established standard;
- b) if any irregularities are discovered to have been committed by the winner subsequent to his/her application;
- c) if, for reasons of the sole responsibility of the winner, the Prize cannot be awarded within the period of four months subsequent to its announcement;
- d) if, during the contest procedures, the candidate is subject to criminal or disciplinary proceedings;
- e) if the winner actively acts, or fails to act, in any way that might shed questionable light on the name, image or honour of other contestants or the Prize organizers.

## **Article 11**

### **Ethical duties and confidentiality**

1. For the purposes of these rules and regulations, all those involved in the contest shall comply with the ethical and confidentiality obligations regarding any information they may come into contact with.
2. The information gathered by the application will remain confidential and may only be used by the contest jury.

## **Article 12**

### **Resignation**

1. Organizers may, unilaterally and at any time, resign from participation in the award, by registered letter sent to their fellow jury members, at least 90 (ninety) days in advance of their intention to cease functions.
2. Notwithstanding the provisions of the preceding paragraph, any organizer who wishes to resign shall commit themselves to continuing their participation until the current prize is awarded.

## **Article 13**

### **Final provisions**

1. Any omissions and questions of interpretation regarding the current Rules and Regulations shall be resolved by the Rector, after consultation with the jury.
2. Submitting an application to the contest constitutes the applicants' acceptance of these Rules and Regulations, as well as express authorization for organizers to verify the authenticity of the respective declarations.

#### **Article 14**

##### **Approval and entry into force**

These Rules and Regulations shall enter into force the day immediately following their approval by the Rector.