

## Frequently asked questions - FAQs

### 1. Membership and Affiliations

#### 1.1 How can I become a member of CESEM?

##### Collaborators (with or without a PhD)

Requests should be sent to CESEM's science management team ([cesem@fcsch.unl.pt](mailto:cesem@fcsch.unl.pt)), which will forward them to the coordination of the relevant research group for review. A decision will subsequently be communicated to the researcher. [See Article 3 – CESEM Statutes](#).

##### Integrated Researchers

Researchers must meet the criteria established by CESEM's Scientific Council ([see Article 3 – CESEM Statutes](#)). Applications should be sent to the science management team ([cesem@fcsch.unl.pt](mailto:cesem@fcsch.unl.pt)), along with a CV and a motivation letter, and will then be forwarded to CESEM's Directorate. Acceptance depends on the approval of the CESEM Scientific Council.

##### Doctoral Students

Applications should be sent to the science management team ([cesem@fcsch.unl.pt](mailto:cesem@fcsch.unl.pt)), accompanied by a statement from the supervisor. The request will then be forwarded to CESEM's Directorate for review.

#### 1.2 Can I be a member of CESEM while pursuing my PhD at an institution other than NOVA FCSH or the University of Évora?

Yes, provided your supervisor is a CESEM member and/or your research topic aligns with CESEM's areas of activity. In all cases, the Directorate must issue a favourable opinion.

#### 1.3 How can I formally resign from CESEM?

You should inform the Directorate in writing of your decision ([see Article 5 – CESEM Statutes](#)). Your removal will then be officially recorded.

#### 1.4 Does CESEM have a representative body for doctoral students?

Yes. CESEM has a Doctoral Students Committee composed of representatives of doctoral candidates affiliated with the Centre. For further information, consult the [Committee's page](#).

## **2. Projects and Applications**

### **2.1 Does CESEM support applications to FCT or international projects?**

Yes. The science management team ([cesem@fcsb.unl.pt](mailto:cesem@fcsb.unl.pt)) offers support with writing, budgeting, and submission of project proposals.

### **2.2 What documents are needed to submit a project under CESEM's name?**

Required documents vary depending on the type of call. You should always contact the science management team ([cesem@fcsb.unl.pt](mailto:cesem@fcsb.unl.pt)) if you are considering applying to a specific call. Approval from CESEM's Directorate is always necessary to host a project.

### **2.3 Can I apply for external funding without informing CESEM?**

No. All applications involving CESEM (NOVA FCSH; University of Évora; ESML-IPL; and/or ESMAE.P.PORTO) must be coordinated with the Directorate and the science management team ([cesem@fcsb.unl.pt](mailto:cesem@fcsb.unl.pt))

## **3. Scientific Publications**

### **3.1 How should I indicate my CESEM affiliation in publications?**

Please refer to the CESEM affiliation guidelines available [here](#)

### **3.2 Does CESEM provide support in obtaining DOIs for publications?**

Yes. The science management team ([edicoescsesem@fcsb.unl.pt](mailto:edicoescsesem@fcsb.unl.pt)) can request DOIs through the appropriate platform.

### **3.3 May I use the CESEM logo in an article or book?**

Yes, provided CESEM is duly represented and informed beforehand. Please consult the [CESEM affiliation guidelines](#) for further details.

### **3.4 Can I submit a proposal for publication with CESEM?**

Yes. Proposals should follow the recommendations of the Editorial Committee, available [here](#).

### **3.5 What is the role of CESEM's Editorial Committee?**

The Editorial Committee is responsible for peer-reviewing CESEM publications included in current collections or co-editions.

### 3.6 How can I clarify doubts about open-access publishing policies?

Questions regarding open-access policies can be sent to [edicoescesem@fcsh.unl.pt](mailto:edicoescesem@fcsh.unl.pt).

### 3.7 How can I confirm if a publisher complies with open-access requirements?

Questions regarding publishers and open-access requirements can be sent to [edicoescesem@fcsh.unl.pt](mailto:edicoescesem@fcsh.unl.pt).

### 3.8 Where can I access CESEM's open-access publications?

CESEM's open-access publications can be accessed via PRELO:

<https://livros.fcsh.unl.pt/cesem> and through institutional repositories at NOVA FCSH; University of Évora; ESML-IPL; and ESMAE.P.PORTO.

### 3.9 Where can I find more information on Open Science?

More information is available on CESEM's website [link to be added]; in the [NOVA guide for researchers](#); on the [NOVA FCSH website](#); and on the [European Commission website](#).

## 4. Events and Institutional Communication

### 4.1 How can I propose the organization of an event at CESEM?

You should contact the science management team ([cesem@fcsh.unl.pt](mailto:cesem@fcsh.unl.pt)) and/or your research group's coordination and the Directorate, submitting a clear proposal with objectives, organizing team, and funding plan (this part can be coordinated with the science management team).

### 4.2 Does CESEM support events organized by its members?

Yes, provided there is coordination with the Directorate and budget availability.

### 4.3 How can I publicize an event through CESEM's channels?

Consult CESEM's event promotion [guidelines](#). For social media, send posters or other illustrative images in various formats suitable for Facebook and Instagram to [comunicacaoesem@fcsh.unl.pt](mailto:comunicacaoesem@fcsh.unl.pt).

## **5. Administrative and Scientific Support**

### **5.1 How can I get support for submitting scientific reports?**

The science management team ([cesem@fcs.unl.pt](mailto:cesem@fcs.unl.pt)) offers assistance in drafting and reviewing reports required by funding agencies.

### **5.2 Where can I find CESEM regulations and forms?**

CESEM's Statutes are available [here](#). Documents can be found [here](#), and forms [here](#). For any doubts, contact the science management team ([cesem@fcs.unl.pt](mailto:cesem@fcs.unl.pt)).

### **5.3 Does CESEM offer music classes for babies?**

We have Música de Colo. The programme started in 2009, when [LaMCI](#) was founded, this continuity programme has been structured at various levels: (i) for the development and systematic experimentation of musical guidance models for children; (ii) for observation / training in context; and (iii) for reflection and questioning in a naturalistic research space.

This programme, led by two NOVA FCSH alumni (António Amaral and Fernanda Lopes), has been characterised by its regularity over the last ten years, offering sessions aimed at groups of babies and pre-school children and their carers. Built on the interaction between all those who take part and based on Edwin Gordon's Music Learning Theory (with different sessions for each level), these sessions offer a wide range of music and movement experiences, building bridges of communication between children and their carers in an attractive and dynamic pedagogical environment, seeking to celebrate affection.

The sessions occur every Saturday in the LAMCI space, are held continuously between September and June of each school year, and have had increasing participants since they were founded, indicating strong adherence and satisfaction with this type of intervention.

This activity has also allowed many master's students to observe musical sessions that serve as a model for intervention, thus providing a source of training and inspiration. Música de Colo has also been attended by other national and international guests from the areas of music, psychology, motor skills, child psychiatry, the visual arts, theatre, etc. This has allowed for deeper reflection on musical pedagogy issues and broadening the educational and research perspectives of the guests themselves.

More information: <https://cesem.fcsh.unl.pt/en/home/education/#1710953944391-8bc1f4f2-b130> | (+351) 910271917

#### 5.4 What is the role of CESEM's Ethics Committee?

The Ethics Committee reviews and issues opinions on ethical matters related to research conducted at the centre, ensuring integrity, responsibility, and respect for ethical principles.

#### 5.5 In what situations should I request an opinion from CESEM's Ethics Committee?

In the context of CESEM activities, including applications to FCT or other national or international funding bodies, researchers must request an opinion on projects or procedures involving human subjects or personal data, including sensitive data (e.g., names, IDs, location data, economic or cultural identity, racial or ethnic origin, religious or philosophical beliefs, health data, etc.). For more information, see the [Ethics Committee page](#).

#### 5.6 I am experiencing a problematic situation in a research context (e.g. data misuse, conflicts with colleagues). What should I do?

You should write to the CESEM Ethics Committee describing the situation objectively and, if possible, attach supporting documentation. Requests can be sent to [eticacesem@fcsh.unl.pt](mailto:eticacesem@fcsh.unl.pt) and will be treated confidentially.

#### 5.7 Does CESEM provide technical support for submitting scientific outputs?

Yes. Support is available for repository submissions, affiliation validation, and bibliographic standardization. For more information, contact [purecesem@fcsh.unl.pt](mailto:purecesem@fcsh.unl.pt).

### 6. Scientific Missions and Mobility

#### 6.1 Can I request CESEM's support for a scientific mission?

Yes, provided funding is available and the mission is connected to CESEM's scientific activity, necessarily resulting in an output. Requests should be submitted using the form available [here](#) and reviewed by the research group's coordination.

## **6.2 What documents do I need to request support for a mission?**

You should fill out the [form available](#). The request must be approved by your research group's coordination.

## **6.3 Can I claim reimbursement for expenses after the mission?**

Only for expenses previously approved and budgeted, e.g. registration fees or local transportation abroad.

## **6.4 What documents must I submit after the mission?**

After the trip, you must provide: boarding passes; certificate of participation; event program; copy of the presented paper including acknowledgment of support (wording to be confirmed with the science management team); and the PowerPoint presentation.

# **7. Visitors and External Collaboration**

## **7.1 Can I collaborate with CESEM without being a member?**

Yes. CESEM collaborates with external researchers and institutions through projects, events, and publications.

## **7.2 Does CESEM host visiting researchers?**

Yes. The procedure for hosting visiting researchers can be found [here](#)

## **7.3 How can I propose an international collaboration with CESEM as a researcher or institution?**

You should contact the Directorate and/or the coordinators of the relevant research groups or thematic lines. Consult CESEM's organizational structure [here](#).

## **7.4 Can I carry out a postdoc at CESEM?**

Yes. The procedure for hosting visiting researchers can be found [here](#). For postdoctoral stays at NOVA FCSH, there is a formal framework in accordance with Order no. 12/2015. Applications must be submitted via the platform <https://infoestudante.fcsb.unl.pt/nonio/security/login.do?locale=PT>. User registration is required.

The application has an associated cost (€51, according to NOVA's current fee schedule). The system provides payment instructions. The application should include a CV,

acceptance letter from the supervisor, acceptance letter from the research unit, and a description of the postdoctoral project. Once submitted and paid, the application is forwarded to the NOVA FCSH Scientific Council for review and approval. Upon approval, formal registration is required, with additional fees (€35 for registration and €12 for insurance). Once registration is complete, the research can begin.

## 8. Digital Platforms and Tools

### 8.1 Does CESEM have an internal document-sharing space?

Yes. Contact CESEM's IT support service ([cesem-informatica@fcsh.unl.pt](mailto:cesem-informatica@fcsh.unl.pt)) for more information.

### 8.2 Where can I find official logos and templates?

You can find the CESEM logo and logos of associated institutions [here](#).

### 8.3 Whom can I contact for issues with FCT (and other) platforms?

The science management team ([cesem@fcsh.unl.pt](mailto:cesem@fcsh.unl.pt)) can assist or refer you to the relevant services.

### 8.4 Whom can I contact for help with the Ciência Vitae platform?

The science management team ([cesem@fcsh.unl.pt](mailto:cesem@fcsh.unl.pt)) can assist or direct you to the relevant services.

### 8.5 Does CESEM have a Zotero community?

Yes. Information should be coordinated with the [Research Group Coordinators](#) who manage these records.

### 8.6 Whom should I contact with questions about Zotero?

Contact the relevant [Research Group Coordinators](#).

### 8.7 Whom should I contact about user registration in PURE?

For registration, contact CESEM's science management team ([purecesem@fcsh.unl.pt](mailto:purecesem@fcsh.unl.pt)).

### 8.8 Whom should I contact for problems with PURE access credentials?

For credential recovery, contact NOVA FCSH's IT Services: [helpdesk@fcsh.unl.pt](mailto:helpdesk@fcsh.unl.pt).

## **8.9 Whom should I contact about registering scientific outputs in PURE?**

Contact CESEM's science management team ([purecesem@fcs.unl.pt](mailto:purecesem@fcs.unl.pt)) for assistance or to be referred to the NOVA FCSH PURE team.

## **9. Technical Support, Equipment, and Databases**

### **9.1 How can I request technical support or equipment from CESEM?**

Contact CESEM's IT support service ([cesem-informatica@fcs.unl.pt](mailto:cesem-informatica@fcs.unl.pt)).

### **9.2 Whom should I contact in case of equipment malfunction?**

Contact CESEM's IT support service ([cesem-informatica@fcs.unl.pt](mailto:cesem-informatica@fcs.unl.pt)) for assessment.

### **9.3 Does CESEM provide institutional email accounts or specific platform access?**

CESEM can request institutional email accounts and access to platforms (e.g. repositories, services) from NOVA FCSH upon justified request. Contact CESEM's IT support team ([cesem-informatica@fcs.unl.pt](mailto:cesem-informatica@fcs.unl.pt)).

### **9.4 I am organizing an event at NOVA FCSH and need internet access for participants. What should I do?**

NOVA FCSH is integrated into the eduroam network, which provides automatic internet access for participants with institutional accounts from participating universities. For external participants without eduroam, temporary Wi-Fi accounts can be requested at least 30 days in advance via CESEM's IT support service ([cesem-informatica@fcs.unl.pt](mailto:cesem-informatica@fcs.unl.pt)).

### **9.5 Can CESEM help me organize an online meeting or event (Meet or Teams)?**

Yes. NOVA FCSH provides access to Microsoft Teams and Google Meet for academic meetings and events. CESEM members with an institutional account ([@fcs.unl.pt](mailto:@fcs.unl.pt)) can create sessions directly via Outlook, Teams, or Google Calendar. For assistance in setting up sessions, sending invites, or configuring features (e.g. recording, registration, participant management), contact CESEM's IT support team ([cesem-informatica@fcs.unl.pt](mailto:cesem-informatica@fcs.unl.pt)).

See [quick guides](#) available on the FCSH website, e.g. "Creating a Session with Teams".



## 9.6 Where can I find information about IT services at NOVA FCSH (accounts, software, eduroam, Teams, etc.)?

The NOVA FCSH website has a dedicated page with information about:

- Institutional accounts and authentication
- Eduroam network access and configuration
- Using Microsoft Teams and Google Meet
- Installing academic software (Office, antivirus, etc.)
- Technical support for faculty, researchers, and students

See: [fcsh.unl.pt](http://fcsh.unl.pt) → IT Services. For specific questions, CESEM members may also contact CESEM's IT support team ([cesem-informatica@fcsh.unl.pt](mailto:cesem-informatica@fcsh.unl.pt)), who can refer them to NOVA FCSH services if needed.

## 9.7 How can I access eBooks and scientific article databases provided by NOVA FCSH?

NOVA FCSH, via its library and the b-on platform (Biblioteca do Conhecimento Online), offers access to thousands of eBooks, scientific journals, and international databases, including JSTOR, Project MUSE, Oxford, Cambridge, Taylor & Francis, among others.

You can access:

- On campus or via eduroam: automatic access through the university network
- Off campus: via NOVA's institutional VPN or remote library access (with login credentials)

[More information](#)

## 9.8 How can I access Grove Music Online?

Grove Music Online is part of Oxford Music Online, to which NOVA FCSH has institutional access. This resource is generously provided by INET-md to the FCSH

community. All CESEM researchers can access it remotely following the instructions [here](#). For assistance, contact CESEM's IT support team ([cesem-informatica@fcsb.unl.pt](mailto:cesem-informatica@fcsb.unl.pt)).

## **10. Institutional Clarifications**

### **10.1 Is CESEM responsible for Master's or PhD programs?**

No. CESEM is a research unit affiliated with NOVA FCSH but does not manage academic degree programs. CESEM serves as a host institution for Master's and PhD students. For information about admissions, study plans, or supervision, consult the websites of [NOVA FCSH](#), [University of Évora](#), [ESML-IPL](#), or [ESMAE-P.PORTO](#).

### **10.2 Can CESEM accept Master's or PhD students as members?**

Yes, provided there is thematic alignment between the student's project and CESEM's research lines and/or the supervisor is a member of the unit. Admission is subject to the Directorate's assessment.

### **10.3 Can I request a letter of acceptance from CESEM as a host institution?**

Yes, for doctoral fellowships from the Fundação para a Ciência e a Tecnologia (FCT) or programs requiring institutional affiliation. Requests should be made well in advance to the science management team ([cesem@fcsb.unl.pt](mailto:cesem@fcsb.unl.pt)) and include a statement from the supervisor.

### **10.4 How can I request a declaration from CESEM for the renewal of my FCT grant?**

Requests should be made well in advance, since the process must be submitted to FCT within the 60 working days preceding the end of the current grant period. Ideally, please submit your request at least 90 days before your renewal date, including your supervisor's statement/report and your activity report. Send it to the science management team ([cesem@fcsb.unl.pt](mailto:cesem@fcsb.unl.pt)).

## 11. Practical Matters and Logistical Support

### 11.1 Can I request CESEM's support for digitizing or archiving scores/documents?

CESEM does not provide an in-house digitization service but has the necessary equipment. For more information, contact [cesem-informatica@fcsh.unl.pt](mailto:cesem-informatica@fcsh.unl.pt).

### 11.2 How can I access CESEM's digital collection or music editions?

Most resources are available on CESEM's website. For specific inquiries, contact the science management team ([edicoescesem@fcsh.unl.pt](mailto:edicoescesem@fcsh.unl.pt)).

### 11.3 May I use CESEM resources (rooms, equipment, institutional videoconferencing system, digital resources such as online databases)?

CESEM's resources are primarily reserved for the centre's activities. Members may use CESEM's facilities at the main site (NOVA FCSH) and/or branches (University of Évora, ESML-IPL, ESMAE-P.PORTO). Contact the science management team ([cesem@fcsh.unl.pt](mailto:cesem@fcsh.unl.pt)). For technical or digital resources, contact CESEM's IT support team ([cesem-informatica@fcsh.unl.pt](mailto:cesem-informatica@fcsh.unl.pt)).

## 12. Whom Should I Contact For...

- **Applications for Master's/PhD programs**

Academic services of the relevant institutions:

- NOVA FCSH
- University of Évora
- ESML-IPL
- ESMAE-P.PORTO

- **CESEM membership affiliation**  
Science management team ([cesem@fcsh.unl.pt](mailto:cesem@fcsh.unl.pt))
- **Publications and open access**  
Science management team ([edicoescesem@fcsh.unl.pt](mailto:edicoescesem@fcsh.unl.pt))
- **Scientific production and repositories**  
Science management team ([purecesem@fcsh.unl.pt](mailto:purecesem@fcsh.unl.pt))
- **Ethics opinions**  
Ethics Committee ([eticacesem@fcsh.unl.pt](mailto:eticacesem@fcsh.unl.pt))
- **Event promotion**  
Institutional communication ([comunicacaoesem@fcsh.unl.pt](mailto:comunicacaoesem@fcsh.unl.pt))
- **Problems accessing databases or platforms**  
Technical support ([cesem-informatica@fcsh.unl.pt](mailto:cesem-informatica@fcsh.unl.pt))

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