

Rules of participation

Preamble

The Proença-a-Nova Archaeological Field Camp, hereafter referred to by the abbreviation CAPN, results from a partnership between the Upper Tagus Study Association (AEAT) and the Proença-a-Nova Municipal Council (CMPN). It was motivated by the wealth of archaeological heritage existing in the municipality.

The preservation of this legacy is one of the objectives of AEAT, whose activities involve *the defence, conservation and valorization of the cultural and natural heritage in the regions covered by and surrounding the Portuguese Upper Tagus, by studying it, organizing training and leisure activities in natural environments, and promoting its sustainable development.*

A similar concern with Heritage Education underpins the policy of Proença-a-Nova Municipal Council, which has attributions in the area of heritage, culture and science, as laid down by line e) of §2 of Article 23 of Law Nr. 75/2013, from 12 September 2013. What is more, the Municipal Council has the competence, in accordance to Article 33, §1, line t), to carry out the surveying, classification, administration, maintenance, recuperation and dissemination of the natural and cultural heritage, through the constitution of partnerships, where necessary. This power may be delegated to the president of the Council, in accordance to Article 34.

On this basis, the rules governing the organization and management of CAPN are hereby defined, in order to ensure its proper and prudent usage.

Chapter I - General provisions

Article 1 - Scope and object

CAPN is international in scope and aims to promote the research, valorization and dissemination of archaeological sites in the area covered by the Municipality, offering training and promoting peer relationships between students and archaeologists, both Portuguese and foreign, for the exchange of experiences and knowledge.

Article 2 - Organization and coordination

1. The organization and coordination of CAPN is the responsibility of CMPN and AEAT, which will indicate their representatives (supervisors) in the organization of the Camp, and the Archaeologist responsible for supervising it, appointed by the Director of CAPN.
2. The person responsible for the technical and scientific direction of the archaeological excavation work, appointed by the Director of Excavation, shall be properly qualified (General Direction of Cultural Heritage) to fulfil such functions.
3. The roles of Director of the Proença-a-Nova Archaeological Field Camp and Director of Excavation may be taken by the same person.

Article 3 - Target public

The following may participate in CAPN:

- a) Individuals with a Bachelor's, Master's or Doctorate degree;
- b) Individuals that are currently studying for a Bachelor's, Master's or Doctorate degree;
- c) Pre-university students from the municipalities making up the Intermunicipal Community of Beira Baixa (CIMBB);
- d) Aplyers between 18 and 65 years old.

Article 4 - Period and duration of CAPN

1. CAPN is held annually during the spring or summer holidays at one or more previously defined archaeological sites, with 7 hours of fieldwork daily.
2. Each excavation camp can last between 15 and 30 days. Each excavation camp with 30 days duration can be divided in two periods of 15 days.

Article 5 - Other partnerships with promoting bodies

CAPN is open to partnerships with higher education institutions providing training in Archaeology, the Archaeosciences and other related academic subjects, and the support of other entities, duly regulated by protocols.

Article 6 - Structure of CAPN

1. CAPN offers a vast programme of activities that includes, in addition to the archaeological excavation work, congresses, workshops, other field practices, lectures, study trips and free time.
2. The structure of the programme, timetable, and other information shall be defined each year for each CAPN in a specific booklet, which will be given to all participants and supervisors at their reception on the first day.
3. The official language of CAPN will be Portuguese. However, whenever there are participants that speak other languages beyond Portuguese or Spanish, English will be adopted as the second working language.

Chapter II - Candidates

Article 7 - Applications

1. Applications to participate in CAPN should be made within the period indicated in the announcement of the opening of the application process, published on the CMPN webpage, <http://www-cm-proencanova.pt> AEAT webpage <https://www.altotejo.org/> and Archaeological Field Camps Portugal webpage, <http://archaeologicalfieldcamps-portugal.pt/index.html>
2. The selection of candidates in the exclusive responsibility of CMPN and AEAT, through the director of CAPN, and will depend upon the presentation of the following documents:
 - a) Fully completed application form, formalizing the intention to participate, using the model given in annex of these Rules of Participation;

- b) Letter of reference from the higher education institution with which CAPN has established a protocol;
- c) Applicant's Curriculum Vitae, including a photocopy of his/her citizen's card, passport or other document of civil identification valid in the applicant's country of origin.

Article 8 - Selection criteria

1. The criteria governing the selection of applicants are:
 - a) Correct completion of application form with annexed personal identification document and, if the applicant is a minor, declaration from the parent or guardian authorizing participation in CAPN;
 - b) Presentation of a document issued by the candidate's university proving enrolment in or conclusion of the course required by these Rules of Participation.

Article 9 - Enrolment

1. After selection and publication of the results on the CMPN's webpage, applicants should validate their enrolment within the period announced for the purpose by paying 50% of the previously stipulated enrolment fee by bank transfer. A document proving payment will then be issued and sent to them.
2. In the week before the start of each CAPN, the applicant should pay the remainder of the enrolment fee. A final proof-of-payment document will be issued, guaranteeing participation in CAPN.
3. Applicants covered by the protocols established between CAPN and the higher education institutions will have the right to a reduction in the enrolment fee proportional to their institution's participation in the CAPN programme.
4. Applicants from the counties included in the CIMBB (Intermunicipal Community of Beira

Baixa) will benefit from a reduction in fees, which may be reimbursed in full if external funding has been obtained and the whole programme has been completed.

Article 10 - Deposit

All applicants, without exception, shall pay a deposit of the amount stipulated in the announcement of the opening of the application process, which will be returned at the end of the camp period.

Article 11 - Withdrawal

Without prejudice to the provisions laid out in the previous article, if the applicant withdraws from the programme after the deadline announced for that effect, they shall forfeit both the deposit and any part of the enrolment fee already paid, except if this occurs for reasons of health, duly justified by the presentation of a medical certificate or other document deemed relevant by the CAPN organizers.

Article 12 - Non-fulfilment

If the CAPN organizers are unable to fulfil the field programme, participants will be able to claim back a portion of the fees paid corresponding to that non-fulfilment.

Chapter III - Rights and Duties

Article 13 - Rights of Participants

1. From the moment their enrolment is approved, participants have the right to:
 - a) Dormitory accommodation;
 - b) Main meals: breakfast, lunch and dinner;
 - c) Participation in other activities like lectures and field trips;
 - d) Materials necessary for excavation;
 - e) Insurance for the activity and daily transport between the accommodation and site of the archaeological work.
2. Participants will have several afternoons free.
3. In the event that a participant should require health care, s/he will be accompanied to the

Medical Centre or Hospital, as appropriate, by one of the persons responsible for CAPN.

4. At the end of CAPN, each participant has the right to a certificate attesting to the hours of work in the various types of activities undertaken on the programme.

Article 14 - Duties of participants

1. Once the enrolment formalities have been fulfilled, participants shall have the duty to participate in the programmed activities, respecting the hours of the fieldwork and attending all lectures/debates and cultural trips.
2. The director of CAPN should be informed of any impediment preventing full participation.
3. Participants should bring with them personal protection equipment for the field work, consisting of (we provide the manual disinfectant):
 - a) Several masks for work and several community masks for the rest of time and days, so we can stay safe due to the current pandemic;
 - b) Knee pads/own cushion;
 - c) Hat;
 - d) Sun block;
 - e) Something in which to carry water and own gloves to work (not to share).
4. Participants should inform the CAPN organizers upon enrolment of any special dietary requirements (whether for personal choice, as in the case of vegetarianism, or for medical or religious reasons), and of any specific medication or health problems that could restrict their activity (such as allergies or asthma).
5. Participants are responsible for arranging their own transport to and from Proença-a-Nova.
6. Although participants may demonstrate critical and analytical capacity during fieldwork, they should respect the guidance provided by the supervisors.

7. At the end of each campaign, participants are required to complete the CAPN feedback questionnaire, anonymously.

Article 15 - Duties and rights of the organizers, supervisors and directors

1. The supervisors/organizers have the duty to:
 - a) Guide the participants and encourage them in the planned activities;
 - b) Ensure their wellbeing;
 - c) Promote harmony amongst the work group;
 - d) Ensure that activities and timetables are respected and complied with;
 - e) Present a final report of the work undertaken.
2. The supervisors/organizers have the right to:
 - a) Alter the work plan if they foresee problems in fulfilling the announced plan, informing the participants of this fact;
 - b) Be absent from the fieldwork, provided they have arranged to be replaced by another duly qualified archaeologist.

Chapter IV - Final provisions

Article 16 - Others

1. The organizers are not responsible for the actions, travel and other activities undertaken by participants outside the established programme in their free time, that is, on the free afternoons, Sundays and in the rest periods.
2. If a participant does not behave appropriately, the organizers reserve the right to block his/her participation in future camps.