

# **Regulation of the Interdisciplinary Centre for History, Culture and Societies of the Institute for Research and Advanced Training of the University of Évora (CIDEHUS.UE)**

## **Chapter I General Provisions**

### **Article 1 (Constitution)**

1. The Interdisciplinary Centre for History, Cultures and Societies of the University of Évora (CIDEHUS.UE), hereinafter referred to as the Centre, was established under Articles 44 and 48 of the Statute of the University of Évora as approved and published in the Annex to Legislative Order No. 84/89 of 31 August.
2. Currently, its existence and operation are set down in Article 84 of the Statutes of the University of Évora as approved and published as an annex to Legislative Order No. 54/2008 of 20 October and the Statutes of the IIFA published in the Annex to Order No. 3132/2010 of 18 February.

### **Article 2 (Scope)**

The Centre forms a subunit of the IIFA and its purpose is to carry out R&D Activities in the area of History and other Social Sciences and Humanities.

### **Article 3 (Objectives and activities)**

1. The key objectives of the Centre are to:
  - a) carry out and promote interdisciplinary scientific research in the areas of History and Social Sciences and Humanities, particularly in the context of Southern Europe and the Mediterranean and their international projection;
  - b) Promote and support the training of human resources, especially in terms of advanced training;
  - c) Disseminate scientific knowledge, in particular by publishing material and holding academic meetings;
  - d) Promote academic cooperation with national and international institutions and researchers;
  - e) Create an academic and cultural network reaching out to the community.
2. The research activities of the Centre fall within the scope of the academic areas specified in Article 2 and are organised and linked within the General Programme of the Centre and into Research Groups, which may, should the need arise, be delineated into action areas.
3. Action areas and Research groups bring together researchers according to their academic interests and are coordinated by a Researcher-in-charge.

**Article 4**  
**(Members)**

1. The Centre is made up of **PhD integrated members**, scholarship holders, collaborators and visiting researchers.
2. Members are admitted following a decision of the Scientific Board of the Centre based on a statement of intent by the candidate and following a proposal by any of the PhD integrated members of the Centre, provided they satisfy the eligibility conditions laid down in Chapter II.

**Chapter II**  
**Members**

**Article 5**  
**(PhD Integrated Members)**

1. PhD integrated members are individuals who cumulatively:
  - a) Have a PhD;
  - b) Are considered by the Portuguese National Funding Body FCT as being eligible when evaluating the Centre;
  - c) Are not integrated members of other FCT funded research centres;
  - d) Meet the eligibility criteria set out in Article 8 of the Centre's Internal Regulations.
2. Post-doctoral FCT researchers are also PhD integrated members and researchers who meet the requirements specified in paragraphs c) and d) of the previous section.
3. The four years prior to verifying the eligibility conditions laid down in Article 8 of the Rules of the Centre are used as a reference in considering the status of an integrated member of the Centre.

**Article 6**  
**(Non-PhD Integrated Members)**

1. Integrated members without a PhD are all the Centre's researchers who cumulatively:
  - a) Are carrying out PhD studies under the guidance of one of the PhD integrated members of the Centre or who have a status envisaged by the Regulations;
  - b) Are involved in R&D activities exclusively being carried out within the scope of the Centre and dedicate a percentage of their time to this which is equal or greater to that laid down by FCT for the category of eligible PhD integrated member.
2. The criteria for verifying the conditions for being accepted and continuing as a non-PhD integrated member are determined by Article 9 of the Centre's Internal Regulations.

**Article 7**  
**Scholarship holders**

1. Scholarship holders (of the Foundation for Science and Technology and other institutions) are also members of the Centre when their research is on-going and integrated within the existing Centre programmes, provided they are not part of any other R&D Unit for the duration of their scholarship.

2. Post-doctoral scholarship holders are exceptions to this, as they are considered as PhD integrated members.

**Article 8  
(Collaborators)**

1. Collaborators are all holders of academic degrees or equivalents or, exceptionally, other relevant curricular elements showing considerable academic merit, provided they carry out research integrated within one of the programmes or projects under way in the Centre.
2. The criteria for verifying the conditions for being accepted and continuing as a participating member are determined by Article 7 of the Centre's Internal Regulations.

**Article 9  
(Visiting researchers)**

Visiting researchers are holders of national or international academic degrees who have been invited by the Centre to carry out research as part of its academic programmes for a fixed period of time.

**Article 10  
(Rights and responsibilities of the integrated members of the Centre)**

1. Integrated members of the Centre are entitled to participate in the activities of the Centre and have preferential access to the resources allocated to these activities.
2. Integrated members of the Centre have the responsibility to:
  - a) Contribute to achieving the objectives of the Centre through the use of at least 35% of their research activity;
  - b) Carry out any functions to which they are elected or appointed;
  - c) Annually submit a report and activity plan;
  - d) Meet the minimum productivity requirements laid down in Articles 8 and 9 of the Internal Regulations;
  - e) Mention their CIDEHUS.UE institutional affiliation in all work carried out as a result of their research activity at the Centre;
  - f) Attend meetings of the organs of the Centre to which they have been invited, or suitably justify any absences;
  - g) Participate in activities organized by the Centre.
- 3). Any participation in external work should be reported to the Centre's Board of Directors.

**Article 11  
(Verification of the conditions of eligibility for PhD integrated members)**

The criteria for verifying the conditions for being eligible as a PhD integrated member shall be determined by Article 8 of the Centre's Internal Regulations.

**Chapter III  
(Income and Expenditure)**

**Article 12  
(Income and expenditure)**

1. Revenues for Centre activities include:

- a) Appropriations from the University of Évora, directly or through its units;
  - b) Appropriations and grants awarded by funding agencies;
  - c) Grants awarded by public and private entities;
  - d) A percentage, to be specified, of the overheads charged by the University of Évora on R&D projects and on services rendered contracts entered in to due to the Centre's work.
2. Revenues from services rendered are revenues for the University, with a part of this allocated to the Centre.
  3. The costs of the Centre are those resulting from the carrying out of its activity, in compliance with applicable legal rules.

## **Chapter IV Governing bodies**

### **Article 13 (Centre Bodies)**

The Centre bodies are the Permanent External Scientific Advisory Committee (CEPAC), the Scientific Board, the Board of Directors and the Director.

### **Article 14**

#### **(Permanent External Scientific Advisory Committee - constitution and responsibilities)**

1. The Permanent External Scientific Advisory Committee is chaired and coordinated by the Director of the Centre and a maximum of six national and international specialists in the Centre's areas of activity, external to the University of Évora.
2. The specialists referred to in the previous paragraph are invited to join the Committee by the Director of the Centre following a proposal from the Scientific Board.
3. It is this Committee's responsibility to advise on the Centre's academic activities.
4. The Committee meets in plenary session at least once a year.

### **Article 15**

#### **(Scientific Board - constitution)**

The Scientific Board consists of the Director of the Centre, who chairs it, and all the PhD integrated members.

### **Article 16**

#### **(Scientific Board - competencies)**

1. The competencies of the Scientific Board involve:
  - a) Accepting and excluding integrated or participating members, pursuant to Article 4 of these Regulations and in accordance with the provisions of Article 7 of the Internal Regulations;
  - b) Approving the annual and multi-year activity plans;
  - c) Approving the annual and multi-year reports on the implementation of activities;
  - d) Approving the annual budget;
  - e) Approving the annual financial report;
  - f) Approving the Regulations, the Internal Regulations and protocols concerning the operation of the Centre, as well as any amendments thereof to be submitted to the Central Administration Services for final approval.

- g) Structuring the R&D activities into programmes, research areas and groups in accordance with the objectives of the Centre;
  - h) Approving applications for project financing which involve the use of resources allocated to the Centre;
  - i) Advising on the integration of the Centre into R&D networks;
  - j) Advising on other matters submitted to it by the Director or University bodies;
  - k) Proposing the winding up of CIDEHUS.UE to the University Vice Chancellor.
2. Giving an opinion on proposals made by the Director regarding the setting up of a Branch or Unit of the Centre with other institutions.
  3. The Board may delegate its powers to the Director or the Board of Directors.

### **Article 17**

#### **(Scientific Board - operation)**

1. The Scientific Board is chaired by its President and two Vice-Presidents.
  - a) The President of the Scientific Board is the Director of the Centre;
  - b) The Vice-Presidents are elected for a three year period, from among those members of the Scientific Board with ties to the University of Évora.
2. The Scientific Board shall meet on the initiative of the Director or a majority of its members when called to do so, and function when an overall majority is present. If the necessary quorum is not present at the time of the scheduled meeting, the Scientific Board shall meet thirty minutes later with those members present numbering more than one third, and may decide on matters on the agenda.
3. The use of the powers described in Article 16 shall require its inclusion on the agenda, which must accompany the call to attend the meeting, which should be distributed at least five days in advance, except in the event of an emergency, when this period may be shortened to 72 hours.
4. The decisions of the Scientific Board, recorded in the minutes, shall be made by a majority vote of the members who are present.
5. The Scientific Board shall meet at least twice a year.
6. Members of the Scientific Board may exercise their right to vote by mail in any circumstances where the President of the Scientific Board considers that it is not necessary to hold a formal meeting of this body.

### **Article 18**

#### **(Board of Directors - constitution)**

1. The Board of Directors consists of:
  - a) A Director acting as Chairperson;
  - b) Two Deputy-directors who are the Vice-Presidents of the Scientific Board;
  - c) Coordinators of the research areas, who are members.
2. The Board of Directors operates for a term of three years.
3. The Director and Deputy-directors should occupy tenured positions at the University of Évora.
4. The Board of the Board of Directors is composed of the Director and the Deputy-directors.
5. Elections may or may not take place during the functioning hours of the Centre.

### **Article 19**

#### **(Board of Directors - competencies)**

1. The Board of Directors has the following competencies:
  - a) Prepare the annual and multi-year activity plans and submit them for consideration and approval by the Scientific Board;
  - b) Prepare the annual and multi-year activity reports and submit them for consideration and approval by the Scientific Board;
  - c) Prepare the annual budget and submit it for consideration and approval by the Scientific Board;
  - d) Prepare the annual financial report and submit it for consideration and approval by the Scientific Board;
  - e) Decide on proposals submitted to it by the Coordinators/representatives of the Research areas or the group coordinators or researchers responsible for projects;
  - f) Advise on other matters submitted to it by the director or other bodies of the University;
  - g) Submit proposals to the Scientific Board regarding the amendment of the Regulations and Internal Regulations;
  - h) Delegate its functions to the Board of the Board of Directors.
2. The Board of the Board of Directors has the competence to offer executive advice to the Director.

#### **Article 20**

##### **(Board of Directors - operation)**

1. The Board of Directors meets on the initiative of the Director or a majority of its members through the calling of a meeting.
2. The exercise of the competencies described in Article 19 presupposes its prior inclusion on the agenda, which must accompany the notice calling the meeting, distributed at least three days in advance, except in the event of an emergency, when this period may be shortened to 24 hours.
3. The decisions of the Board of Directors shall be recorded in the minutes and made by a majority vote of the members who are present.
4. The Board of Directors meets at least twice each semester.
5. The Board of the Board of Directors shall meet at least once every two months.

#### **Article 21**

##### **(Director)**

1. The Director is elected by the integrated members and scholarship holders of the Centre from among the Professors and Researchers of the University of Évora and is nominated by the Rector.
2. The election period may or may not take place during the functioning hours of the Centre and members of the Centre may exercise their right to vote by mail.
- 3). The duties of the Director are to:
  - a) Chair the Scientific Board and the Board of Directors;
  - b) Manage the Centre's resources and funds;
  - c) Manage the Centre's activities in compliance with the Regulations, the Internal Regulations and the decisions of the Scientific Board and Board of Directors of the Centre;
  - d) Coordinate the Centre's staff and other individuals or employees in the Centre's service.
- 4). The Director may delegate some of her/her competencies to one of the Deputy-directors.

5. The Director is replaced in his/her absence or indisposition by one of the Deputy-directors designated by him/her according to the law in force.

Service Order No. 5/2011 of 11 May is hereby revoked.

University of Évora, 9 October 2013

The Rector

Carlos Braumann