

**Annex to the Regulations of the Interdisciplinary Centre for History, Culture
and Societies of the Institute for Research and Advanced Training at the
University of Évora (CIDEHUS.UE)**

INTERNAL REGULATIONS

**Article 1
(Scope)**

These Internal Regulations define the models for organising work and research activities, forms of participation, rights and responsibilities of the members of the Centre, and also the possibility of setting up outreach Branches and Units.

**Article 2
(Main field of activity)**

In accordance with Articles 2 and 3(a) of the Centre's Regulations, its main aim is to promote pure and applied scientific activity in the area of History and other Social Sciences and Humanities, organised around an academic research programme focused on *"History, Heritage and societal changes. A laboratory for the South "*.

**Article 3
(Research Areas)**

The Centre is organized into research groups and areas, as stated in Article 3(2-3) of the General Regulations of the Centre.

1. Each Research area is coordinated by a Researcher-in-charge who is elected from among the integrated members of the groups for periods of three years at a meeting called for that purpose.
2. The research areas are as follows:
 - a) Societal changes;
 - b) Heritage and cultural diversity.

**Article 4
(Research area coordinators)**

1. It is the duty of the Research area coordinators to:
 - a) Ensure the scientific coordination and fulfilment of the productivity criteria of the members as stated in these Internal Regulations, in close cooperation with the researchers-in-charge of the research groups.
 - b) Check the conditions for being accepted and continuing as participating members.
 - c) Prepare and submit the Activity Report for the area.
 - d) Prepare and submit the Activity Plan for the area.
 - e) Develop self-evaluation of the Research area at the end of a term of office in accordance with the weighting criteria of the academic activity approved by the Scientific Board.

Article 5
(Research groups)

1. The research areas are organized into groups.
 - a) Each research group is coordinated by a researcher-in-charge, elected by the group from among its eligible members.
 - b) It is the duty of the group coordinators to stimulate research within their group and cooperate with the researcher-in-charge for the area, where applicable.
 - c) Only PhD full members that match the criteria approved by the Scientific Board following a proposal of the Board of Directors are eligible for the position of coordinator.
2. A special transition system is to be established during the first year in which these Regulations are in force. During this period, group researchers-in-charge shall be designated by the Board of Directors after hearing the opinion of the Scientific Board.

Article 6
(Cross Groups)

- a) A group will be considered as a Cross Group by the Scientific Board when its area consists of the merger and intersection of other areas and is able to cooperate in the creation and management of objects, methodologies and content from other areas and not just its own;
- b) The status of a cross group coordinator will be the same as that of a research coordinator, and be elected in the same manner and have the same rights and responsibilities as the latter.

Article 7
(Rights and responsibilities of the members)

1. Members are entitled to utilise the resources allocated to the Centre, particularly as regards the use of services, equipment and facilities.
2. Only integrated members can benefit directly from the funding provided to the Centre by the national academic management authority and international institutions with the same profile.
- 3). Funding for the research activity of each integrated member is carried out in accordance with the rules set out in paragraphs 1 and 2 of this Article.
- 4). Members of the Centre have the duty to:
 - a) Be present at all meetings of the governing bodies of the Centre, except for any duly justified situations preventing such attendance;
 - b) Meet any requests for information and/or cooperation originating from any of the Centre's bodies;
 - c) Satisfy the academic requirements listed in Article 8 to 11 of these Internal Regulations.
5. Members who, without justification, do not fulfil the responsibilities stated in the previous paragraph may be excluded from the Centre, following a decision by the Scientific Board.

Article 8
(Academic obligations of the PhD full members)

1. To be admitted as a PhD full member of the Centre it is necessary to have fulfilled, within the four years prior to confirmation of the eligibility conditions, at least one of the following criteria:

- a) Have published at least two articles in a journal indexed in the referenced databases;
 - b) Have published a book with a commercial editor;
 - c) Have organized an academic event or a series of talks at an international level;
 - d) Be a researcher-in-charge or participating member in at least one research project funded by the FCT or by European Union Framework Programmes;
 - e) Be the local coordinator or participating member of at least one project funded by European Union Framework Programmes or by international bodies;
 - f) Have completed his/her PhD as an integrated member not at the PhD level.
2. To remain as a PhD integrated member of the Centre it is necessary to have fulfilled, within the four years prior to confirmation of the eligibility conditions, the following administrative criteria:
- a) Carry out at least 35% of one's research activity with the Centre.
 - b) Annually submit a report and an activity plan.
 - c) Specify CIDEHUS.UE as the institutional affiliation for all work which derives from one's research activity.
 - d) Perform any duties for which one is nominated or elected.
 - e) Be present at the meetings of the Centre's bodies to which one's attendance is required, except for any duly justified situations preventing such attendance.
 - f) Participate in the activities organized by the Centre.
3. To remain as a PhD integrated member of the Centre it is necessary to have fulfilled, within the four years prior to confirmation of the eligibility conditions, at least one of the following academic productivity criteria:
- a) Any of the criteria set out in article 8(1)(a)(b)(c) of these Internal Regulations;
 - b) Be a researcher-in-charge or participating member in at least one research project funded by the FCT or the European Union Framework Programmes, provided that the Centre is indicated as the participating research unit in the funding agreement;
 - c) Be the local coordinator or participating member of at least one project funded by European Union Framework Programmes or by international bodies, provided that the Centre is one of the entities referred to in the funding agreement;
 - d) Be responsible for the local coordination of an *Erasmus Mundus* programme with which CIDEHUS is associated.

Article 9

(Academic obligations of the non-PhD full members)

1. Any researcher is accepted as a Non-PhD full member of the Centre if proposed by a PhD full member of the Centre and who satisfies one of the following criteria:
- a) He/she is studying for a PhD;
 - b) He/she has published at least one article in a journal indexed in referenced databases.
2. To remain as a non-PhD full member of the Centre it is necessary to have fulfilled, within the four years prior to confirmation of the eligibility conditions, the following criteria:
- a) He/she is not a full member of another FCT-funded research centre;
 - b) He/she is studying for a PhD;
 - c) He/she has published at least one article in a journal indexed in referenced databases;
 - d) He/she has participated in an academic event international in scope;

- e) He/she has carried out R&D activities in the Centre for a percentage of time equal to or greater than that established for this category by FCT;
- f) Perform any duties for which he/is nominated or elected;
- g) Annually submit an activity plan/report;
- h) Meet the minimum productivity indicators specified in paragraphs c) and d) of this Article;
- i) Specify CIDEHUS.UE as the institutional affiliation for all work which derives from his/her research activity;
- j) Be present at the meetings of the Centre's bodies when required, except for any duly justified situations preventing such attendance;
- k) Participate in and attend the activities organized by the Centre.

Article 10

(Academic obligations of scholarship holders and collaborators)

1. Scholarship holders are evaluated according to the terms of their scholarship award.
2. Collaborators are evaluated by the Board of Directors, following a proposal from those responsible for the projects of which they form part.

Article 11

(Evaluation of the work of its members)

1. It is the responsibility of the Scientific Board to evaluate the work carried out by all the members of the Centre.
2. Verifying the eligibility conditions of the members of the Centre is undertaken:
 - a) When an application for admission to CIDEHUS is submitted;
 - b) In the years when the Centre is assessed by FCT.
- 3). Verification that the members of the Centre continue to meet eligibility requirements is carried out every 4 years at the end of the calendar year.

Single paragraph: The next verification of eligibility requirements will be carried out during the interim evaluation of the strategic project.

Article 12

(Incentives for the creation of academic work)

1. In order to stimulate the dissemination of results in journals of reference, CIDEHUS intends to award a prize every two years to the individual who publishes the most in leading journals, starting in 2013.
2. The result of the evaluation specified in Article 11(3) may affect the distribution of the Centre's financial resources.

Article 13

(Criteria for receiving PhD students at the Centre)

1. Students carrying out PhD studies at the Centre must fulfil certain requirements to be accepted, in particular that:
 - a) they have as supervisor a PhD full member of the Centre;

- b) they have as supervisor a PhD collaborator of the Centre, provided that this PhD member is a member of one of the Centre's Research Groups and, as such, produces academic work and content;
 - c) they have as supervisor a faculty member of the University of Évora who is a member of another Research Centre, provided that they have a co-supervisor who is either a PhD full member or collaborator of the Centre in the situation described in paragraph b) of this Article;
 - d) they have as supervisor an external PhD-holding individual, provided that they have a co-supervisor who is either a PhD full member or collaborator of the Centre in the situation described in paragraph b) of this Article;
2. The dissertation topic should be compatible with the scope of the Centre's Academic Programme.
 3. PhD students must undertake to comply with the duties and obligations laid down in these Internal Regulations.

Article 14
(Branches and units)

1. Where appropriate, the Centre may set up branches and units with other institutions.
2. The Board of Directors shall consider in advance the relevance and justification for such a branch or unit.
3. For such a proposal to be accepted, this requires a vote in favour by a majority of the members of the Scientific Board.