

## **STATUTES OF THE INTERDISCIPLINARY CENTER FOR HISTORY, CULTURES AND SOCIETIES OF THE UNIVERSITY OF ÉVORA (CIDEHUS)**

### **Article 1 - Designation, Nature, and Mission**

1. The Interdisciplinary Center for History, Cultures and Societies of the University of Évora (CIDEHUS), hereinafter referred to as the Center, is a Research and Development (R&D) unit integrated into the Institute for Advanced Studies (IIFA) of the University of Évora. Its mission is to develop R&D activities in the fields of History and other Human and Social Sciences, in accordance with the regulatory framework of the National Scientific and Technological System (DL No. 63/2019, of May 16, as amended by DL No. 126-B/2021 of December 31).
2. Without prejudice to other legislative and regulatory provisions, the Center's activity is also governed by the Statutes of the University of Évora, ratified by the Normative Order No. 7/2021 (2nd series), of February 12, 2021, by the Statutes of IIFA published in Annex to Order No. 2835/2022 (2nd series), of March 7, 2022, by these Statutes, and by the Internal Regulations of CIDEHUS, both drafted in accordance with the provisions of Section II, Art. 23, § 5 of the aforementioned DL No. 63/2019, of May 16.

### **Article 2 - Objectives**

1. The objectives of the Center are:
  - a) To produce interdisciplinary research and scientific knowledge in the fields of History, Humanities, and Social Sciences;
  - b) To promote and support the training of human resources, especially in the context of advanced training;
  - c) To disseminate scientific knowledge, particularly through publications and scientific events;
  - d) To promote scientific cooperation with national and international institutions and researchers;
  - e) To create networks for scientific and cultural outreach;
  - f) To promote knowledge transfer.

### **Article 3 - Center's Bodies**

The Center's bodies are:

- a) The Director;
- b) The Scientific Council;
- c) The Directive Board;
- d) The Internal Scientific Evaluation Committee (CIAC);
- e) Research Groups;
- f) Poles.

### **Article 4 - Director**

1. The Director is responsible for:

- a) Chairing the Scientific Council and the Directive Board;
  - b) Managing the Center's resources and financial allocations;
  - c) Overseeing the Center's activities in compliance with the Statutes, Internal Regulations, and the decisions of the Scientific Council and the Directive Board;
  - d) Calling for the elections provided for in these Statutes;
  - e) Coordinating the employees and other agents working for the Center;
  - f) Presenting the previous year's financial and activity report, as well as the financial and activity plan for the current year, to the Scientific Council annually;
  - g) Representing the Center.
2. The Director may delegate responsibilities to the Deputy Directors.
  3. The Director is replaced in their absence and impediments by a Deputy Director appointed by him/her in accordance with the law in force.

## **Article 5 - Scientific Council**

1. The Scientific Council is composed of the Center's Director, who presides over it, two Deputy Directors, and all integrated PhD members.
2. The Scientific Council Board consists of the Director and the two Deputy Directors.
3. The Scientific Council meets regularly twice a year.
4. The Scientific Council has the following responsibilities:
  - a) Approving the members of the Internal Scientific Evaluation Committee proposed by the Director;
  - b) Accepting and excluding integrated or collaborating members upon the proposal of the Directive Board;
  - c) Reviewing the annual and multi-annual activity plans and execution reports;
  - d) Reviewing the annual budget and the financial execution report;
  - e) Approving the Statutes, Internal Regulations, and operational protocols of the Center;
  - f) Reviewing R&D activities in programs, research groups, and working teams;
  - g) Deciding on the integration of the Center into R&D networks and the creation of Center poles;
  - h) Addressing other matters presented by the Director or the University's governing bodies;
  - i) Proposing to the Rector the dismissal of the Director of CIDEHUS by a qualified two-thirds majority;
  - j) Proposing to the Rector the dissolution of CIDEHUS by a qualified two-thirds majority.
5. The Scientific Council may delegate responsibilities to the Director, the Directive Board, or the Scientific Council Board.

## **Article 6 - Directive Board**

1. The Directive Board consists of the Director, the two Deputy Directors, the coordinators of the research groups, and the coordinators of the poles.

2. The Directive Board is responsible for:
  - a) Assisting and coordinating, under the Director's guidance, the execution of research policy, activity planning, knowledge transfer policies, and science management and communication;
  - b) Proposing to the Scientific Council the creation and termination of research groups and laboratories;
  - c) Proposing to the Scientific Council the creation and termination of Center poles;
  - d) Proposing to the Scientific Council the admission and exclusion of Center members based on the verification of eligibility and membership conditions;
  - e) Proposing to the Scientific Council the revision of the Statutes and Internal Regulations;
  - f) Proposing to the Scientific Council the appointment of members to the Internal Scientific Evaluation Committee (CIAC);
  - g) Appointing advisors from among the integrated members of the Center to support the Directive Board in specific tasks.
3. The Directive Board meets regularly every two months or upon the Director's call.

#### **Article 7 - Internal Scientific Evaluation Committee (CIAC)**

1. The Internal Scientific Evaluation Committee (CIAC) is composed of the Center's Director, who presides over and coordinates it, and up to seven experts in the Center's areas of activity, both national and/or foreign, external to the University of Évora.
2. The experts mentioned in the previous point are invited by the Center's Director upon the proposal of the Directive Board, after consulting the Scientific Council.
3. The CIAC is responsible for advising and issuing opinions on the Center's scientific activities.
4. The CIAC meets in plenary session once every two years.

#### **Article 8 - Research Groups**

1. The research groups and other forms of scientific work organization bring together the Center's researchers according to their scientific affinities. Each group is coordinated by an elected member, assisted by a deputy, appointed by the coordinator from among the members of their group.
2. The research groups have a specific strategic scientific plan, defined by the group members and approved by the Scientific Council.
3. The coordinator of each research group is responsible for:
  - a) Organizing and overseeing the research work;
  - b) Distributing tasks among the team members;
  - c) Presenting information on the work developed to the Directive Board;
  - d) Ensuring the eligibility conditions of the group members are maintained.

#### **Article 9 - Poles**

1. The poles are coordinated by an integrated PhD researcher belonging to the higher education institution where the pole is based.
2. The poles are composed of a minimum of five integrated researchers from the Center, belonging to the higher education institution where the pole is based.
3. The coordinator of each pole is responsible for:
  - a) Serving as a member of the Directive Board of CIDEHUS, representing the autonomous pole;
  - b) Ensuring the scientific coordination and fulfillment of productivity criteria by the members;
  - c) Verifying the admission and retention conditions of collaborating members;
  - d) Preparing the activity plans, budgets, and annual and multi-annual reports for the pole;
  - e) Promoting self-assessment of the pole members whenever necessary and at the end of the term, according to the scientific activity evaluation criteria approved by the Scientific Council;
  - f) Calling and presiding over meetings of the integrated PhD members of the pole, and may be substituted by another integrated member of the pole in case of impediment;
  - g) Assuming responsibility for the pole's resource management.

#### **Article 10 - Members**

1. The Center is composed of integrated PhD members and PhD students, collaborators, grant holders, and visiting researchers, in accordance with the CIDEHUS Internal Regulations.
2. The admission of integrated and collaborating members is reviewed by the Center's Scientific Council, upon proposal by the Directive Board, based on the submission of a curriculum vitae and a work program related to CIDEHUS's strategic project, accompanied by a substantiated opinion from an integrated PhD member of the Center.
3. The existence of non-PhD integrated members depends on the legal framework defined by the Foundation for Science and Technology (FCT).

#### **Article 11 - Election of the Director, Deputy Directors, and Group Coordinators**

1. The Director and the two Deputy Directors are elected by secret ballot by the integrated PhD and non-PhD members and collaborators of the Center from among the Professors or Researchers of the University of Évora, based on the presentation of lists and an action plan.
2. The term of office for the Director and Deputy Directors is three years, renewable up to a maximum of six years.
3. After being elected, the Director is formally appointed by the Rector.
4. Eligible members for coordination positions are integrated PhD members.
5. The Director and Deputy Directors must have a contractual link with the University of Évora.

6. The coordinators of the research groups are elected by the integrated PhD and non-PhD members, collaborators, and grant holders of each research group for a three-year term, renewable up to a maximum of six years.
7. The coordinators of the poles are elected by the integrated PhD and non-PhD members, collaborators, and grant holders of the respective poles for a three-year term, renewable up to a maximum of six years.
8. The voting period may take place during the Center's working hours, and its members may exercise their right to vote by correspondence or electronically.

## **Article 12 - Revenues and Expenses**

1. The following may be allocated to the Center's activities:
  - a) Allocations from the University of Évora, either directly or through its organic units;
  - b) Allocations and subsidies granted by funding agencies;
  - c) Donations and subsidies granted by public and private entities;
  - d) Funds resulting from public funding subscriptions;
  - e) A percentage of the overheads collected by the University of Évora.
2. The Center's expenses are those resulting from its activities, in compliance with the applicable legal rules.

## **Article 13 - Final Provisions**

Any situation not provided for in these statutes will be submitted to the consideration of the Center's Scientific Council.

### **Article 1 - Scope**

These Internal Regulations define the models for the organization of work and research activities, the form of participation, the rights and duties of the Center's members, and the possibility of creating poles.

### **Article 2 - Main Field of Activity**

In accordance with Article 2 of the Center's Statutes, its primary objective is the promotion of fundamental and applied scientific research in the field of History and other Humanities and Social Sciences, structured around an ongoing scientific research program.

### **Article 3 - Research Groups**

1. The Center's scientific activity is organized into research groups and work teams.
2. Research groups are coordinated by an elected integrated Ph.D. holder, who is responsible for: a) Ensuring scientific coordination and meeting productivity criteria for members; b) Verifying the conditions for the admissibility and retention of collaborating members; c) Preparing and presenting the Group's Activity Report; d) Promoting the self-assessment of the research group, whenever necessary and at the end of the term, in accordance with the scientific activity evaluation criteria approved by the Scientific Council.
3. Each group coordinator will appoint a deputy to assist them.

### **Article 4 Poles**

1. CIDEHUS may establish scientific poles in other Higher Education institutions.
2. The proposal to create scientific poles must be approved by IIFA and the Rector of the University of Évora, upon proposal by CIDEHUS.
3. Each pole must be designated by the acronym CIDEHUS followed by an acronym or other mention identifying the institution where the pole is located.
4. The establishment of a pole requires a minimum of 5 integrated researchers from the Higher Education institution where the pole is based.
5. Each pole must have a coordinator and regulations.
6. Poles are coordinated by an integrated Ph.D. holder, who is responsible for: a) Serving as a Voting Member on the CIDEHUS Management Board, representing the autonomous pole; b) Ensuring scientific coordination and meeting productivity criteria for members; c) Verifying the conditions for the admissibility and retention of collaborating members; d) Preparing the pole's activity plans, budgets, and annual and multi-year reports; e) Promoting the self-assessment of pole members, whenever necessary and at the end of the term, in accordance with the scientific activity evaluation criteria approved by the Scientific Council; f) Convening and presiding over meetings of the pole's integrated Ph.D. members, and may be substituted by another integrated pole member in

- case of impediment; g) Assuming responsibility for the management of the pole's resources.
7. The pole regulations must be approved by the Rectory of the University of Évora, with the opinion of the CIDEHUS Scientific Council.
  8. Scientific poles have financial autonomy, in accordance with the internal regulations of CIDEHUS poles in other Higher Education Institutions.
  9. Researchers from the scientific poles follow the general guidelines of CIDEHUS and must be integrated into a Research Group of the center.

## **Article 5**

### **Members**

1. According to Article 10 of the Center's Statutes, it is composed of integrated Ph.D. holders, doctoral students, collaborators, grant holders, and visiting researchers.
2. Members have the right to:
  - a) Use the resources allocated to the Center, particularly in terms of access to services, equipment, and facilities; b) Only integrated Ph.D. holders and doctoral students can directly benefit from funding provided by the Center, except in duly justified cases; c) The funding of each integrated member's research activity is carried out in accordance with the rules defined in paragraph 3 of this article.
3. It is the obligation of members to: a) Annually present a report and activity plan; b) Indicate CIDEHUS as the affiliation in all works resulting from their research activity; c) Perform the functions for which they are appointed or elected; d) Attend meetings of the Center's bodies to which they are summoned, except in cases of duly justified impediment; e) Participate in activities organized by the Center; f) In the case of integrated Ph.D. and non-Ph.D. members, they cannot be integrated members of another FCT-funded Center; g) Dedicate at least 35% of their research activity to the Center or a percentage of time that is equal to or greater than that established by FCT for the category.
4. Unjustified non-compliance with the obligations expressed in the previous paragraph, in the case of Ph.D. and non-Ph.D. researchers, is sufficient grounds for revising the allocation of financial resources granted by the center or for deliberating on their exclusion from the Center.

## **Article 6**

### **Integrated Ph.D. Members**

1. To be admitted as an integrated Ph.D. member of the Center, it is necessary to meet at least two of the following criteria, based on the four years prior to the moment of verifying eligibility conditions: a) Have published two articles in a journal indexed in reference databases or in chapters of internationally circulated books; b) Have published a book; c) Have organized an academic event or a series of conferences with international projection; d) Be the principal investigator of a funded research project; e) Be the local coordinator or participating member of a funded project; f) Have completed the Ph.D. as an integrated non-Ph.D.

member and, after obtaining the degree, have submitted to the Management Board an activity plan for the following year, supported by a letter from an integrated Ph.D. member.

2. To remain an integrated Ph.D. member of the Center, it is necessary to have fulfilled: a) The criteria expressed in paragraph 3 of Article 5 annually; b) Two of the criteria expressed in paragraph 1 of this article, subparagraphs a) to e), in the last three years.
3. In exceptional circumstances, duly justified, the application of these criteria may be suspended with the approval of the Scientific Council in the case of an exceptional situation.

## **Article 7**

### **Integrated Non-Ph.D. Members**

1. Any researcher or faculty member proposed by an integrated Ph.D. member of the Center and who meets one of the following criteria may be admitted as an integrated non-Ph.D. member: a) Be pursuing a Ph.D. and meet the following requirements: i. Have a Ph.D. supervisor who is an integrated Ph.D. member of the Center; ii. Be enrolled in a Ph.D. program at the University of Évora or at one of the Higher Education Institutions that host the Center's poles; iii. Have a thesis project that fits within the Center's strategic project.
2. In addition to fulfilling paragraph 3 of Article 5 of these regulations, it is also necessary to meet two of the following criteria to remain an integrated non-Ph.D. member of the Center, based on the four years prior to the moment of verifying eligibility conditions: a) Be pursuing a Ph.D.; b) Have published an article in a scientific journal indexed in reference databases or a chapter in an internationally circulated book; c) Have presented a paper at an academic event with international projection.

## **Article 8**

### **Collaborating Members and Grant Holders**

1. Admission as a collaborating member is made in accordance with the Center's statutes.
2. Collaborating members do not have access to funding from the Center, except in situations duly justified by the group coordinators or the project leaders in which they are involved.
3. Grant holders are recruited through public competition, and their rights and duties are derived from the terms of the grant.
4. Collaborating members and grant holders are required to comply with paragraph 3 of Article 5 of these Regulations.

## **Article 9**

### **Visiting Researchers**

1. Without prejudice to the provisions of the IIFA/UÉvora IN Mobility Regulations for Ph.D. holders, visiting researchers at the Center are considered to be all Ph.D. researchers who request a research stay or



internship, provided they submit the following documentation: a) Work program; b) Curriculum vitae of the candidate; c) Ph.D. certificate; d) Letter of acceptance from the supervisor at CIDEHUS.

2. Visiting researchers do not have access to Center funding.

#### **Article 10**

##### **Incentives for Scientific Production**

CIDEHUS, with the aim of stimulating scientific results, will seek to award a productivity prize to its integrated Ph.D. and non-Ph.D. members, in accordance with specific regulations.

#### **Article 11**

##### **Final Provisions**

Any situation not provided for in these Internal Regulations will be submitted for consideration by the Scientific Council of the Center.