

**CITCEM**  
**RULES OF PROCEDURE**

As approved at the CITCEM General Assembly on 19 July 2024

**Article 1**

**Name, Nature and Registered Office**

- 1) The CITCEM (Centre for Transdisciplinary Research 'Culture, Space and Memory') is a non-profit research and development unit, unincorporated and dedicated to promoting and carrying out research in the fields of Social Sciences and Humanities, in accordance with the regulatory framework of the Foundation for Science and Technology (FCT - Fundação para a Ciência e a Tecnologia).
- 2) From a legal and financial management point of view, the CITCEM is integrated into the Faculty of Arts and Humanities of the University of Porto (Faculdade de Letras da Universidade Porto), the FLUP, whose legal regime it follows. All contracts or similar instruments must be signed by the host institution and the CITCEM Scientific Coordinator.
- 3) The development of CITCEM activities may justify the creation of other research groups based in other higher education units and/or institutions dedicated to scientific research, in which case a specific protocol must be established.
- 4) For funding and management purposes, the CITCEM will be under the supervision of the FLUP, and a specific cost centre(s) will be set up for this purpose.

**Article 2**

**Objectives**

- 1) CITCEM's general objectives are:
  - a) To develop research projects on the various themes covered by the research groups and guidelines proposed;
  - b) To develop scientific exchange and co-operation with similar national and foreign institutions;
  - c) To promote interdisciplinary dialogue and multidisciplinary studies in the scientific fields covered by the different groups and lines of research;

- d) To ensure that the work carried out is disseminated to the scientific community and the general public through seminars, congresses, conferences, training courses and/or by publishing monographic or serial editions;
- e) To encourage research and support the activities of students, particularly post-graduates, integrating them into the planned scientific areas;
- f) To promote actions aimed at valuing the territory, its culture and heritage.

### **Article 3**

#### **Principles**

- 1) CITCEM's activity is governed by the principles of:
  - a) Freedom of research;
  - b) Dissemination of scientific and technological culture;
  - c) Responsibility;
  - d) Good scientific practice;
  - e) Regular and independent scientific, technical and financial monitoring and evaluation;
  - f) Mobility of human resources;
  - g) Flexible financial and asset management;
  - h) Optimisation of available resources;
  - i) Training of human capital;
  - j) Planning by objectives within the scope of specific programmes and projects;
  - k) Cooperation between institutions.
- 2) The CITCEM subscribes to the European Code of Conduct for Research Integrity adopted by ALLEA - All European Academies, ensuring that it is widely publicised and that its members are committed to complying with it.
- 3) The CITCEM is governed by the 'Code of Ethics and Academic Conduct of the University of Porto' (*'Código de Ética e Conduta Académica da Universidade do Porto'*) and collaborates with the ethics committees of the University of Porto (FLUP).

### **Article 4**

#### **Disciplinary areas and lines of research**

- 1) The CITCEM carries out research in the field of Humanities and Social Sciences, acting as a platform for interdisciplinary and transdisciplinary research and exploring close relations between various disciplinary areas, such as Information Science, Communication Sciences, Heritage Sciences (Archaeology, History of Art and Museology), Demography and Health, Cultural and Literary Studies, Historical Studies, Political and International Studies, History of Education, among others.

- 2) All research carried out at the CITCEM is organised into Research Groups.
- 3) The CITCEM may have lines of research that span two or more Research Groups, led by a coordinator who will promote the interdisciplinary nature of the research carried out by the members of the different Research Groups.

## **Article 5**

### **Members**

- 1) The CITCEM comprises:
  - a) Integrated Researchers;
  - b) Collaborators;
  - c) Co-operators.
- 2) Integrated Researchers are PhD graduates who, in accordance with the rules stipulated by the FCT, have a contract or binding link with a Portuguese institution.
- 3) Collaborators include researchers with a doctoral scholarship; other researchers with a PhD who do not have a contract or link to a Portuguese institution; non-PhD researchers involved in CITCEM research projects; and researchers integrated into other R&D units.
- 4) Co-operators are researchers who take part in research projects and/or specific CITCEM missions.
- 5) New members join CITCEM through a duly justified and reasoned proposal, signed by two CITCEM researchers, submitted to and approved by the Executive Committee and ratified by the unit's Scientific Council.
- 6) The following are the duties of the CITCEM Integrated Researchers and Collaborators:
  - a) To respond to the CITCEM's requests regarding team updates, the submission of annual activity reports and the National Scientific and Technological Potential survey;
  - b) To present at least two indicators of achievement every year, namely in the form of publications (preferably submitted to scientifically assessed and indexed publications); taking part in and/or organising national or international scientific events; holding exhibitions; submitting projects to national or international competitive programmes; promoting initiatives to communicate science, boost knowledge and reach out to the community;
  - c) To attend meetings of the CITCEM bodies of which they are a part;

- d) To be identified as a CITCEM researcher in all publications and activities carried out.
- 7) Integrated Researchers and, whenever possible, Collaborators, may have their research supported by the CITCEM, in accordance with the Centre's financial resources and the priorities defined in its Activity Plan.
- 8) Non-compliance with the provisions of Article 5.6 is a condition for exclusion from being an Integrated Researcher or Collaborator at the CITCEM.

## **Article 6**

### **Decision, management and monitoring bodies**

- 1) In its internal workings, the CITCEM adopts the principles of democracy, institutional solidarity, collegiality and representativeness, which should be reflected in the constitution of its decision-making and management bodies.
- 2) The decision-making and management bodies of the CITCEM are:
  - a. the General Assembly;
  - b. the Scientific Council;
  - c. the Executive Board;
  - d. the Scientific Coordinator, assisted by a Vice-Coordinator;
  - e. the Internal Counselling and Evaluation Committee.

## **Article 7**

### **General Assembly**

- 1) CITCEM's General Assembly is made up of all the Integrated Researchers and Collaborators of the research unit, who have the right to vote, with the exception of Collaborators who belong to other R&D units.
- 2) The General Assembly is responsible for:
  - a) electing the Center's Scientific Coordinator;
  - b) giving its views on the activities carried out by the CITCEM;
  - c) approving, reviewing and revising, if necessary, the Internal Regulations, with amendments being approved by a two-thirds majority of the Integrated Researchers and Collaborators present at a General Assembly meeting expressly convened for this purpose.
- 3) The General Assembly meets ordinarily once a year and extraordinarily whenever the Scientific Coordinator convenes it.

- 4) The General Assembly may meet extraordinarily at the request of half plus one of the Integrated Researchers and Collaborators of the unit.
- 5) The General Assembly can only decide, on first call, with the presence of at least half plus one of the Integrated Researchers and Collaborators of the research unit. If, at the time set for the General Assembly meeting, the members required to constitute a quorum are not present, it may meet on a second call, half an hour later, with any number of members present.

### **Article 8** **Scientific Council**

- 1) The Scientific Council is composed of all the Integrated Researchers of the unit.
- 2) The Scientific Council is chaired by the Scientific Coordinator of the unit.
- 3) The Scientific Council meets ordinarily once a year and extraordinarily whenever convened by its president.
- 4) The Scientific Council can only deliberate, on first call, with the presence of at least half plus one of the Integrated Researchers. If, at the time set for the meeting of the Scientific Council, the members required to constitute a quorum are not present, it may meet on a second call, half an hour later, with any number of members present.
- 5) The Scientific Council is tasked with:
  - a) the definition of CITCEM's scientific policy;
  - b) assessing and approving the annual activity plan, budget and report;
  - c) the creation and extinction of research lines/projects, upon proposal by the Executive Board;
  - d) ratifying the admission of new members, upon proposal by the Executive Board;
  - e) ratifying the exclusion of CITCEM members, upon proposal by the Executive Board;
  - f) appointing the members of the Internal Counselling and Evaluation Committee, by proposal of the Executive Board.

### **Article 9** **Executive Board**

- 1) The CITCEM has an Executive Board consisting of the Scientific Coordinator, the Vice-Coordinator and the Coordinators of the unit's various Research Groups.

- 2) The Executive Board is responsible for:
  - a) assessing and approving the proposal for Vice-Coordinator presented by the CITCEM Coordinator;
  - b) coordinating, under the direction of the Coordinator and following the guidelines of the Scientific Council, the research policy and planning of CITCEM's activities;
  - c) assisting the Scientific Coordinator in the day-to-day management and financial execution of the unit;
  - d) assisting the Scientific Coordinator in drawing up the unit's annual and multi-annual activity plans, budgets and reports;
  - e) proposing to the Scientific Council: the creation and extinction of Research Groups and Research Lines; the appointment of the members of the Internal Advisory and Evaluation Committee; the admission of new researchers; the ratification of the admission of new researchers; the ratification of the exclusion of members for failure to fulfil the obligations established in article 5, item 5.6;
  - f) proposing revisions to the regulations and drawing up the respective proposals to be submitted for approval by the General Assembly;
  - g) promoting the electoral processes leading to the election of the unit's Scientific Coordinator, namely setting deadlines for submitting applications and organising the Electoral Assembly.
  
- 3) The Executive Board meets monthly and/or whenever convened by the Scientific Coordinator.

**Article 10**  
**Scientific Coordinator**

- 1) The Scientific Coordinator must be an integrated member of the Centre, a full or associate university professor or a coordinator or principal researcher - in both cases belonging to the FLUP - and is assisted by a Vice-Coordinator.
  
- 2) The Scientific Coordinator will be elected by the unit's General Assembly for four years, generally coinciding with the terms of the faculty director.
  
- 3) The Vice-Coordinator will be proposed by the Scientific Coordinator for the same term as the coordinator.
  
- 4) The Scientific Coordinator is responsible for:
  - a) proposing a Vice-Coordinator to the Executive Board;
  - b) ensuring the scientific direction of the Centre, assisted by the Vice-Coordinator and in collaboration with the Executive Board, which he/she chairs;

- c) convening and chairing meetings of the Centre's General Assembly, Scientific Council and Executive Board;
  - d) jointly with the Vice-Coordinator, taking responsibility for the day-to-day management of the unit's office and financial resources, with the approval of the Executive Board;
  - e) drawing up, in collaboration with the Executive Board, the unit's annual and multi-annual plans, budgets and reports;
  - f) representing the unit before the FCT and other national and foreign organisations and institutions.
- 5) The scientific coordinator is replaced in his/her absence by the vice-coordinator and, if the latter is unable to attend, by one of the members of the Executive Board.

### **Article 11**

#### **Internal Counselling and Evaluation Committee**

- 1) The Internal Counselling and Evaluation Committee is made up of individuals of recognised scientific merit and representative of the various scientific areas of the CITCEM, from outside the unit and preferably from abroad, appointed by the Scientific Council at the proposal of the Executive Board.
- 2) The Internal Counselling and Evaluation Committee is made up of five to nine members.
- 3) The Internal Counselling and Evaluation Committee is responsible for:
  - a) monitoring and analysing the running and development of the Unit's activities;
  - b) issuing assessments on the unit's annual and/or multi-annual plans, reports and budgets, in accordance with the FCT's Regulations on Funding Programmes for R&D Units.
- 4) The Centre will create conditions for the members of the Internal Counselling and Evaluation Committee to visit the R&D unit regularly, preferably once a year.

### **Article 12**

#### **Research Groups**

- 1) The CITCEM is organised into Research Groups.
- 2) Each Research Group meets at least twice a year to assess the progress of projects.
- 3) The researchers of each Research Group elect a Coordinator, who is an integrated member, professor or career researcher at the FLUP, who will be responsible for

promoting the Group's activities and its development, as part of the policy defined by the CITCEM Scientific Council.

- 4) The Coordinator of each Research Group is responsible for organising and monitoring the research work, distributing the tasks to the team members, guaranteeing the necessary means and providing the Executive Board with information on the work developed.
- 5) Group Coordinators should be elected as often as Scientific Coordinators.

### **Article 13**

#### **Lines of Research**

- 1) The CITCEM can also be organised into Lines of Research, the mission of which is to develop cross-cutting strands of study involving members of different Research Groups.
- 2) The Executive Board appoints the Coordinators of each Research Line.
- 3) The Line Coordinator is responsible for organising and monitoring the research work integrated into the policy defined by the CITCEM Scientific Council and distributing the tasks to the team members.
- 4) The Line Coordinator must report to the Executive Board on the work carried out.
- 5) In an advisory capacity, the Research Line Coordinators must meet with the Executive Board on a quarterly basis and/or whenever the Scientific Coordinator asks them to.

### **Article 14**

#### **Revision of the Regulations**

The revision of the CITCEM Regulations may take place at any time, by decision of the Scientific Council, approved by a two-thirds majority of the members present at the General Meeting, and approved by the responsible bodies of the FLUP.

### **Article 15**

#### **Final provisions**

Any situation not provided for in these regulations will be subject to deliberation by the CITCEM Scientific Council.

Porto, 19 July 2024