REGULATIONS OF THE DIGITAL LITERACY AND SOCIAL INCLUSION HUB OF THE RESEARCH CENTRE FOR ARTS AND COMMUNICATION

Article 1
Name and Nature

1—The Digital Literacy and Social Inclusion Hub is a hub of the Research Centre for Arts and Communication, established through a partnership between the Research Centre for Arts and Communication of the University of Algarve (UAlg) and the Polytechnic Institute of Santarém (IP Santarém).

2—The Digital Literacy and Social Inclusion Hub is identified by its acronym, CIAC-PLDIS IPSantarém, and is graphically represented by its own original logo, approved by its Scientific Council.

Article 2
Purpose and Objectives

1—CIAC-PLDIS IPSantarém adopts the mission and general objectives of the Research Centre for Arts and Communication, as laid down in that Centre's own regulations.

2—The purpose of CIAC-PLDIS IPSantarém is to contribute to the development and promotion of research in the fields of digital literacy and the integration of disadvantaged individuals into the labour market, thereby responding to the social challenges in these areas.

3—Within the scope of its activities, CIAC-PLDIS IPSantarém has the following general objectives:

a) To contribute to the development of knowledge arising from scientific and technological research in the fields of digital literacy and the inclusion of disadvantaged individuals in the labour market;

b) To promote excellence in digital literacy as an effective strategy for inclusion in the labour market;

c) To study the effectiveness of innovative resources and methodologies in empirical settings as a means of promoting the employability of the target group;

d) To develop a prototype of a holistic support model, incorporating practices, resources, methodologies, connections and correlations in the digital domain, aimed at disadvantaged individuals, which can be replicated globally, thereby contributing to successful and sustainable inclusion;

e) To promote research and innovation, in particular through: encouraging initiatives for the development of projects; supporting and evaluating applications to funding bodies; organising knowledge-sharing and project dissemination activities; collaborating in the training of new researchers; and creating and updating information resources on research activities;

f) To foster collaboration between PLDIS and other entities, at national and international level;

g) To provide services to the community.

Article 3
Autonomy

1—CIAC-PLDIS IPSantarém enjoys scientific freedom and autonomy in deciding, planning and carrying out its research and development groups and projects, as well as in providing services to the community and undertaking other scientific, academic and cultural activities, in accordance with the legislation in force.

2—CIAC-PLDIS IPSantarém may also enter into specific agreements with comparable national and foreign institutions with a view to cooperating in the activities it develops.

Article 4
Assets

1—Within the scope of the autonomy described in the preceding paragraphs, the assets of CIAC-PLDIS IPSantarém comprise all material resources and equipment acquired or allocated to it, all revenue and grants assigned, donated or bequeathed to it in accordance with applicable legislation, as well as budgetary allocations provided by CIAC, IPSantarém or UAlg and funds obtained through project financing and other sources arising from its activities.

2—In the event of dissolution or closure, the assets of CIAC-PLDIS IPSantarém shall revert to the host institutions at which it is based.

Article 5
Members

1—CIAC-PLDIS IPSantarém is composed of integrated researchers, collaborating researchers and student researchers.

2—Faculty members or researchers holding doctoral degrees from IPSantarém and UAlg, or from institutions with which CIAC-PLDIS IPSantarém has entered into partnership agreements, may become members of CIAC-PLDIS IPSantarém. These researchers may simultaneously collaborate with another research unit or similar body.

3—Other doctoral degree holders who meet the scientific output requirements established by the Scientific Council of CIAC-PLDIS IPSantarém for admission as integrated researchers may also become integrated members.

4—A researcher who participates in research activities at CIAC-PLDIS IPSantarém and who, not being a student researcher, does not wish to become, or does not meet the requirements to become, an integrated researcher may be a collaborating member.

5—Student researchers are students who take part in ongoing projects and are enrolled in undergraduate or postgraduate programmes at IP Santarém, at higher education institutions with which CIAC or PLDIS has partnership agreements, or at other higher education institutions.

6—Integrated members have the following rights:

a) To participate in the activities of CIAC-PLDIS IPSantarém;

b) To elect and be elected to the various governing bodies;

c) To enjoy preferential access to the resources allocated to CIAC-PLDIS IPSantarém.

7—Integrated members have the following duties:

a) To perform the duties of the positions to which they are elected;

b) To submit to the Scientific Council, on a mandatory annual basis during January, a report on the scientific, artistic and/or training activities carried out on behalf of CIAC and PLDIS during the previous year.

8—Collaborating members have the following rights:

a) To participate in the activities of CIAC-PLDIS IPSantarém;

b) To use the resources allocated to CIAC-PLDIS IPSantarém, provided that the activities for which the resources are requested form part of the Hub's projects.

9—Collaborating members have the following duties:

a) To contribute to achieving the objectives of CIAC-PLDIS IPSantarém;

b) To submit to the Scientific Council, annually or at the end of their collaboration with CIAC-PLDIS IPSantarém, a report on the activities carried out during the previous year or during the period of their membership.

10—Membership of CIAC-PLDIS IPSantarém shall cease for members who submit their resignation in writing to the Coordinator of CIAC-PLDIS IPSantarém and for members who are removed by a resolution of the Scientific Council, following a reasoned proposal approved by a majority of its members.

11—For the purposes of the preceding paragraph, the following shall constitute grounds for the removal of a member of CIAC:

a) Repeated failure to comply with duties towards CIAC-PLDIS IPSantarém or unjustified failure to comply with decisions lawfully taken by the bodies of CIAC-PLDIS IPSantarém;

b) The commission of acts that contribute to bringing CIAC-PLDIS IPSantarém into disrepute or undermining its credibility.

11—Members who fail to confirm their affiliation with CIAC in due time when requested to do so by the Foundation for Science and Technology shall be automatically removed.

Article 6
Governing Bodies

The governing bodies of CIAC-PLDIS IPSantarém are:

a) The Coordinator;

b) The Deputy Coordinator;

c) The Scientific Council.

Article 7
Internal Organisation

1—To fulfil its principal mission, CIAC-PLDIS IPSantarém is organised into Research Groups, each led by a Head.

2—The Heads of Research Groups are appointed by the Scientific Council.

3—The Heads of Research Groups are responsible for:

a) Representing the Research Group;

b) Ensuring the scientific leadership of the Research Group;

c) Providing opinions on the management activities of CIAC-PLDIS IPSantarém;

d) Providing opinions on proposals for new research/innovation projects;

e) Preparing the activity report for the relevant thematic area, carrying out an overall analysis of the scientific output documented in project reports;

f) Ensuring compliance with the applicable legal, statutory and regulatory provisions;

g) Proposing outreach activities for their Research Group to the Scientific Council.

4—The term of office of the Heads of Research Groups is one year.

5—CIAC-PLDIS IPSantarém may also, through its Scientific Council, establish Training or Service Provision Units, Laboratories and Working Committees, among others, to carry out specific activities and tasks, or enter into formal cooperation arrangements with existing services at the host institutions.

Article 8
Coordinator

1—CIAC-PLDIS IPSantarém shall have a Coordinator, elected from among the Hub's members by the Scientific Council by absolute majority in a secret ballot.

2—The Coordinator of CIAC-PLDIS IPSantarém is generally responsible for directing, guiding and coordinating its activities and, in particular, for:

a) Representing CIAC-PLDIS IPSantarém;

b) Coordinating the implementation of the strategic plan of CIAC-PLDIS IPSantarém;

c) Coordinating liaison between the host institutions, the Research Groups and the other organisational structures of CIAC-PLDIS IPSantarém;

d) Ensuring liaison between PLDIS and the scientific and pedagogical decision-making bodies and the administrative and financial support services of CIAC, UAlg and IP Santarém, and between those institutions and FCT;

e) Managing the human and material resources made available to CIAC-PLDIS IPSantarém;

f) Ensuring compliance with the applicable legal, statutory and regulatory provisions;

g) Developing initiatives aimed at achieving the objectives of CIAC-PLDIS IPSantarém, notably the signing of specific agreements with comparable national and foreign institutions;

h) Implementing the resolutions of the Hub's Scientific Council;

i) Preparing annual and multiannual reports on scientific activities;

j) Submitting annual and multiannual budgets and financial reports to the Scientific Council for approval;

k) Coordinating all activities relating to external evaluation processes concerning PLDIS in close cooperation with CIAC;

l) Ensuring the management of the human and material resources made available to PLDIS;

m) Ensuring the preservation and maintenance of the premises, equipment and other assets allocated to CIAC-PLDIS IPSantarém;

n) Making the necessary efforts to enable members of CIAC-PLDIS IPSantarém to access existing equipment and/or infrastructure;

o) Ensuring that information is adequately disseminated, particularly decisions and resolutions adopted by the bodies of CIAC-PLDIS IPSantarém;

p) Appointing the researcher who will serve as Deputy Coordinator.

3—The Coordinator of CIAC-PLDIS IPSantarém serves a five-year term of office.

Article 9
Deputy Coordinator

1—CIAC-PLDIS IPSantarém shall have a Deputy Coordinator, appointed by the Coordinator within two weeks of the latter's election.

2—The Deputy Coordinator of CIAC-PLDIS IPSantarém is generally responsible for advising and assisting the Coordinator in fulfilling their mission.

3—The Deputy Coordinator is also responsible for directing, guiding and coordinating the activities carried out at the host institution to which they belong, including:

a) Representing CIAC-PLDIS IPSantarém in the absence or incapacity of the Coordinator;

b) Ensuring liaison between CIAC-PLDIS IPSantarém and the scientific and pedagogical decision-making bodies and administrative and financial support services;

c) Ensuring the administrative and financial management of CIAC-PLDIS IPSantarém;

d) Managing the available human and material resources;

e) Ensuring compliance with the applicable legal, statutory and regulatory provisions;

f) Assisting the Coordinator in all their activities, in particular those referred to in Article 8.

4—The continuation of the Deputy Coordinator in office is subject to the Coordinator's decision.

Article 10
Scientific Council

1—The Scientific Council is the main decision-making body of CIAC-PLDIS IPSantarém, and its resolutions are binding on the other bodies, particularly the Coordination and the Heads of Research Groups.

2—Integrated members who devote at least 40% of their time to CIAC-PLDIS IPSantarém, as recorded in the research team updates conducted by FCT, are considered members of the Scientific Council.

3—The Scientific Council is composed of:

a) The Coordinator and Deputy Coordinator of CIAC-PLDIS IPSantarém;

b) The Heads of Research Groups;

c) The remaining integrated members affiliated with public or private higher education institutions in Portugal, or career researchers affiliated with public or private higher education institutions, or postdoctoral fellowship holders funded by the Foundation for Science and Technology or other entities (directly or indirectly funded by it) who hold a current fellowship.

4—Resolutions of the Scientific Council shall be approved by a simple majority of all members entitled to vote, except in the cases expressly specified in these Regulations.

5—In the event of a tie in a vote on a resolution at a meeting of the Scientific Council, the Coordinator, or their lawful substitute, shall have a casting vote.

6—The Scientific Council, after consulting the Scientific Council of CIAC, is responsible for:

a) Defining the scientific policy of CIAC-PLDIS IPSantarém;

b) Approving the establishment, suspension and dissolution of Research Groups, Projects, Training or Service Provision Units, Working Committees or other structures considered necessary;

c) Appointing the Heads of Research Groups and other forms of internal organisation;

d) Approving the admission or removal of members and collaborators;

e) Approving the activity plans and reports and the budgets of CIAC-PLDIS IPSantarém;

f) Approving the terms of proposed agreements signed between CIAC-PLDIS IPSantarém and comparable national or foreign institutions;

g) Issuing opinions and deciding on all matters submitted for its consideration by the Coordinator;

h) Approving internal regulations and rules.

7—The Scientific Council shall ordinarily meet in plenary session at least four times a year and shall meet in extraordinary session whenever convened by the Coordinator of CIAC-PLDIS IPSantarém, on their own initiative or at the request of the Deputy Coordinator or one of the Heads of Research Groups, with at least fifteen days' notice.

8—The Scientific Council may adopt resolutions by email or other technologically available means, where this has been approved by the body.

9—The Scientific Council may establish from among its members a Coordinating Committee, composed of the Heads of Research Groups, to deal with matters relating to scientific strategy or the practical monitoring of the activities of CIAC-PLDIS IPSantarém.

10—The powers of the Coordinating Committee referred to in the preceding paragraph shall be delegated by the plenary session of the Scientific Council at an ordinary meeting.

11—Collaborating members or other individuals of recognised expertise in matters relevant to CIAC-PLDIS IPSantarém may be invited to participate, without voting rights, in ordinary or extraordinary meetings of the Scientific Council, provided that their participation is announced in the corresponding meeting notice.

12—In matters concerning the organisation of meetings not covered by these Regulations (meeting notices, quorum, disqualifications, etc.), the meetings of the Scientific Council shall be governed by

the applicable legislation.

13—Members who fail to attend more than one meeting without providing due justification, or who fail to perform the duties assigned to them under these Regulations, shall be removed from the Scientific Council.

Article 11
Transitional Provision

1—All members and collaborators of CIAC-PLDIS IPSantarém who, as of the present date, appear on the lists submitted to FCT for external evaluation purposes shall retain their status as members or collaborators, unless the Scientific Council decides otherwise.

2—The Coordinator, Deputy Coordinator and Heads of Research Groups of CIAC-PLDIS IPSantarém named in the application and external evaluation process shall remain in office until the elections and appointments provided for in these Regulations have taken place.

Article 12
Amendment of the Regulations

1—These Regulations may be reviewed annually at the proposal of the Coordinator or Deputy Coordinator of CIAC-PLDIS IPSantarém, or at any time at the request of one third of the members of the Scientific Council.

2—Amendments to these Regulations require the affirmative vote of two thirds of all members of the Scientific Council.

Article 13
Omissions

Matters not provided for in these Regulations shall be resolved by the Scientific Council in accordance with the legislation in force.

Article 14
Entry into Force

These Regulations shall enter into force on the day following their formal approval by the highest-ranking officials of the institutions involved.

Article 15
Formal Approval

These Regulations are formally approved by the President of IP Santarém and the Rector of UAlg.

PUBLIC VERSION

The signed original is held in the institutional records.

President of the Polytechnic Institute of Santarém
João Miguel Raimundo Peres Moutão

Rector of the University of Algarve
Paulo Manuel Roque Águas