

IHC REGULATIONS

Approved by the General Assembly on 16 December 2022

CHAPTER I - NAME, OBJECT, HEADQUARTERS AND DURATION

Article 1

The Institute of Contemporary History, abbreviated as IHC, is a research and development centre whose managing institutions are the Nova University Lisbon and the University of Évora.

Article 2

The IHC aims to develop research in Contemporary History, within the scope of Social Sciences, Humanities, Arts, or other scientific areas, as well as to promote the advanced training of researchers, to carry out science communication activities, and to provide services to entities outside the University.

Article 3

The IHC has its headquarters at the NOVA School of Social Sciences and Humanities and a centre at the University of Évora.

Article 4

The IHC is part of the the Associate Laboratory for Research and Innovation in Heritage, Arts, Sustainability and Territory, which goes by the acronym IN2PAST.

CHAPTER II - MEMBERS

Article 5

The IHC Board of Directors, on a reasoned proposal from any of the Integrated Researchers of the Institute, decides on the admission or refusal of new researchers (Integrated or Collaborators), and the decision of the Board is submitted for ratification by the Scientific Council at the first meeting of this body following the admission or refusal.

Article 6

1. IHC researchers are divided into the following categories:

- a) Integrated Researchers;
- b) Collaborating Researchers;
- c) Emeritus Researchers.

2. Integrated Researchers may be:

- a) PhD holders who fulfil the criteria determined by the Foundation for Science and Technology to define the status of integrated researcher of a research unit;
- b) Doctoral students who have the IHC as the main host institution of their doctoral project, regardless of which institution confers the doctoral degree and whenever the main supervisor of the student is an Integrated Researcher of the IHC;
- c) Research fellows whose fellowship is funded by research projects hosted by the HCI and whose main supervisor is an Integrated Researcher of the IHC.

3. Collaborating Researchers may be:

- a) PhD holders who collaborate with the IHC in addition to their main activity in another academic (national or foreign) research institution;
- b) Specialists, regardless of academic degree, who present exceptional scientific merit and/or who have regular involvement in academic or civic activities organised by the IHC.

4. The Integrated Researchers who, on 16 December 2022, by virtue of the application of the FCT integrated researcher criteria, become Collaborating Researchers retain the rights of participation and voting in the General Assembly, Scientific Council, and Research Groups (the researchers concerned are identified by name in the List attached to this regulation).

5. PhD holders who have held, for at least one year, research contracts or post-doctoral fellowships at the IHC retain the right to financial support from the IHC with the purpose of preparing applications for the next two editions of the Individual Call to Scientific Employment Stimulus and provided that the IHC will be the main host institution for such applications.

6. IHC doctoral students who have a fellowship or a contract with the IHC management institutions, once the doctoral thesis has been defended and approved, retain the right to financial support from the IHC in order to prepare an application for the next edition of the Individual Call to Scientific Employment Stimulus, provided that the IHC will be the main host institution for that application.

7. Emeritus Researchers may be:

- a) Researchers who have played a major role in the life of the IHC;
- b) The status of Emeritus Researcher is attributed upon proposal of the Board, approved by two thirds of the members of the Scientific Council present at a meeting convened for this purpose.

8. The IHC also hosts Visiting Researchers, who temporarily carry out research projects or specific missions at the Institute, upon prior acceptance by the Board of Directors.

Article 7

1. Members of the IHC shall lose this status:

- a) As long as they communicate it in writing to the Board of the General Assembly;
- b) By resolution of the General Assembly approved by four-fifths of its effective members on a reasoned proposal submitted by at least half of the Integrated Researchers of the IHC;
- c) If they no longer fulfil the conditions set out in Article 6.

2. The Integrated Researchers will become Collaborating Researchers as long as they do not submit the individual researcher form requested by the IHC Science Management Office, if they do not have their CV updated (at least once a year) on the Ciência Vitae platform and if they do not have an individual profile on the ORCID platform.

CHAPTER III - BODIES

Article 8

1. The bodies of the IHC are the General Assembly, the Scientific Council, the Board of Directors and the Supervisory Board.

2. No member of the IHC may be a member of the Board of Directors and the Supervisory Board at the same time or hold office on these bodies and on the board of the General Assembly.

Article 9

1. The General Assembly is the sovereign body of the IHC and includes the IHC Integrated Researchers and the researchers referred to in Article 6(4).

2. The General Assembly shall have a Board, elected every three years, composed of a President and two Members, one of whom shall be the Vice-President and the other the Secretary.

Article 10

The General Assembly of the IHC is responsible for:

- a) The election of the respective Board, the Board of Directors, and the Supervisory Board, and may remove any of these bodies for reasons deemed justified;
- b) The election of the interim Board of Directors under the terms of Articles 16 and 3;
- c) The evaluate and approve the Annual Report and respective Accounts, the annual Activity Plan and the respective Budget presented by the Board;
- d) The deliberation on the amendment of the statutes;
- e) The deliberation on the extinction of the IHC;
- f) The deliberation on the exclusion from the IHC of any of its members, under the terms stated in Article 7;
- g) The deliberation on any matter brought to its attention;

h) The appointment of the Researcher's Ombudsman.

Article 11

The General Assembly of the IHC will meet ordinarily once a year and extraordinarily when convened by its President, at the request of the Board of Directors, the Scientific Council or the Supervisory Board, or at the request of one third of the members of the IHC, with an express indication of the purpose of the meeting.

Article 12

1. The General Assembly of the IHC is convened by letter or e-mail addressed to each of its members, with a minimum of fifteen days' notice.
2. It shall meet at the appointed time if more than half of its members are present and half an hour later, on second call, with any number of members.

Article 13

1. The Scientific Council of the IHC is composed of all the Integrated Researchers with a PhD and the researchers referred to in Article 6(4).
2. The Chair of the Scientific Council is the President of the IHC Board of Directors.
3. Two doctoral students, elected for this purpose by all the doctoral students integrated in the IHC, will take in the Scientific Council as observers, with the right to intervene but without the right to vote.
4. A Coordinating Committee will operate within the Scientific Council, meeting by initiative of the President of the Board and to which the researchers who coordinate the Research Groups and any Thematic Lines belong, in accordance with the provisions of Chapter IV.
5. At the meetings of the Coordinating Committee of the Scientific Council, the other members of the IHC Board, the Coordinator of the Digital Humanities Laboratory, and the IHC representative on the IN2PAST Board may also participate, at the initiative of the IHC President of the Board.

Article 14

The Scientific Council of the IHC is responsible for:

- a) The expression of its opinion on the organisation and strategic guidelines of the IHC;
- b) The approval, upon proposal of the Board of Directors, of the composition of the Internal Evaluation Committee, referred to in Chapter VI;
- c) The presentation of proposals that contribute to the valorisation of the scientific activity of the IHC;
- d) The ratification of the decision of the Board of Directors on the admission of IHC researchers;
- e) Requesting the President of the General Assembly to convene an extraordinary meeting of this body;

f) Opinions on other aspects involving the scientific activity of the IHC.

Article 15

1. The Scientific Council shall meet when convened by the Chair.
2. The plenary of the Scientific Council shall meet twice a year and may also be convened at any time on the proposal of one third of its members.
3. The Scientific Council shall meet at the appointed time if more than half of its members are present, and half an hour later, on second call, with any number of members.

Article 16

1. The Board of Directors is composed of a President and two Vice-Presidents, chosen from among the Integrated Researchers with a PhD, and two to four Members chosen from among the Integrated Researchers with a PhD.
2. The Board of Directors shall be elected every three years by secret ballot at an ordinary meeting of the General Assembly, on a list headed by the President.
3. Board members may not serve more than three consecutive terms.
4. In addition to the members of the Board identified in point 1 of this article, the Coordinator of the IHC centre at the University of Évora is also a member of the Board.
5. The Coordinator of the IHC centre at the University of Évora is elected by the IHC researchers with a contract or fellowship with the University of Évora and in compliance with the internal regulations of the University of Évora regarding its research units.
6. In the event of the removal of the Board of Directors under the terms of Article 12 a) or its resignation, the General Assembly, meeting extraordinarily at the call of its Board, shall elect an interim Board of Directors until the election of a new Board of Directors at the next ordinary General Assembly.

Article 17

The Board of Directors is responsible for:

- a) The direction of the activities of the IHC;
- b) The signing of contracts and the establishment of agreements with other entities or research centres;
- c) All administrative acts;
- d) The preparation of the Annual Report and the respective Accounts, the annual Activity Plan and the respective Budget;
- e) The development of all the initiatives necessary for the pursuit of the IHC's objectives;
- f) The proposal for the composition of the Internal Evaluation Committee;
- g) Requesting the President of the General Assembly to convene extraordinary meetings of this body.

Article 18

1. The Board meets at the call of the President.
2. It can only deliberate with the presence of the majority of its members.
3. The President shall have a casting vote.

Article 19

1. The President of the Board is responsible for:
 - a) Representing the IHC;
 - b) Convening and chairing the meetings of the Board and of the Scientific Council;
 - c) Performing all other functions necessary for the proper performance of the Board's duties.
2. The President shall be replaced in his/her absence or impediment by one of the Vice-Presidents, to whom he/she may also delegate functions.

Article 20

The IHC is bound by the signatures of two members of the Board of Directors, and its normal business may be signed by only one member.

Article 21

There will be books to record the minutes of the meetings of the IHC bodies.

Article 22

1. The Supervisory Board is composed of three Integrated Researchers: a Chair and two Members.
2. None of these members may serve on the Board of Directors or on the Board of the General Assembly of the Institute.

Article 23

The Supervisory Board is responsible for:

- a) Supervising the financial management of the Board;
- b) Presenting its opinion on the annual accounts to the General Assembly;
- c) Requesting the President of the General Assembly to convene extraordinary meetings of this body.

Article 24

1. The Supervisory Board shall meet ordinarily once a year and extraordinarily whenever convened by the Chairman.
2. Joint meetings of the Board of Directors and the Supervisory Board may be held at the initiative of the respective Chairpersons.

3. The Supervisory Board may deliberate with a majority of its members present; its deliberations shall be taken by majority vote, with the Chairman having the right to cast the deciding vote.

CHAPTER IV - RESEARCH GROUPS

Article 25

1. In the pursuit of its scientific activity, the IHC is structured in Research Groups.
2. The Research Groups are the result of the identification of relevant issues for the study of historical processes and are approved by the General Assembly, subject to the prior opinion of the Scientific Council.
3. For the creation and extinction of a Research Group, will be taken into account criteria such as: the scientific relevance of the proposed topic; the existence of an accumulated critical mass in the IHC; its strategic potential, namely in the field of internationalisation, training of human resources or provision of services to the community; the rules determined by the FCT in the evaluation of research centres.
4. All IHC researchers must be part of a Research Group of their choice, according to their research strategy and project, but may participate as collaborators in other groups.
5. Each Research Group will have a Coordinator, elected by the respective Integrated Researchers, who is responsible for coordinating the developed activity, including the preparation of the respective activity plans and scientific reports.
6. The Coordinators of the Research Groups are PhD holders who fulfil the rules listed by FCT for the definition of Integrated Researcher and who inherently participate in the Coordinating Committee of the Scientific Council.
7. Research Group Coordinators are elected every three years and may serve up to a total of three consecutive terms.
8. The election of the Research Group Coordinators is held on the same day as the election for the governing bodies of the IHC.
9. The status of Research Group Coordinators is lost:
 - a) By researchers who express this in writing to the Scientific Council;
 - b) By exoneration deliberated by the Scientific Council, by a qualified majority of two thirds of the members present, after a reasoned proposal presented by the Board of Directors;
 - c) By exoneration deliberated by the majority of the elements that constitute the Research Group, present at a meeting specifically convened for this purpose by one third of the effective members of the Group.

Article 26

1. The HCI may also, within the framework of its multi-annual strategic project, organise itself around Thematic Lines.

2. The Thematic Lines are approved by the General Assembly, subject to the prior opinion of the Scientific Council.
3. For the creation and extinction of Thematic Lines, will be taken into account criteria such as: the scientific relevance of the proposed theme and its transversality in relation to the Research Groups; the rules determined by the FCT in the evaluation of research centres.
4. The Coordinators of the Thematic Lines are appointed by the Board of Directors at the beginning of its mandate, and the proposal is subject to the approval of the Scientific Council.
5. The Thematic Line Coordinators may serve up to three consecutive three-year terms.

CHAPTER V - RESEARCH DEVELOPMENT AND SUPPORT STRUCTURES

Article 27

1. The IHC has a Science Management Office to support the research activity and the Institute's Board of Directors.
2. The Science Management Office carries out financial management activities, science communication activities, and support for the preparation of applications, among others.
3. The Science Management Office operates under the supervision of the IHC Board of Directors.

Article 28

1. The IHC has an Advanced Studies Platform, designed to host and support the research developed by doctoral students who have the IHC as the main research centre hosting their project.
2. The Advanced Studies Platform is directed by a Coordinating Team chaired by a PhD Integrated Researcher who is appointed by the Board of Directors from among its members.
3. The Coordinating Team also includes another PhD Integrated Researcher and two other PhD students appointed by the Board of Directors from among the members of the IHC.

Article 29

1. The IHC has a Digital Humanities Laboratory, dedicated to research activities and knowledge transfer in the field of Digital Humanities, supporting the activity of the IHC Research Groups and collaborating and providing services to entities external to the IHC.
2. The Digital Humanities Laboratory has a Coordinator, who is a PhD Integrated Researcher of the IHC, appointed by the Board of Directors.
3. The Coordinator of the Digital Humanities Laboratory may serve up to three consecutive three-year terms.

Article 30

1. The IHC oversees the Imprensa de História Contemporânea [Contemporary History Press], dedicated to scientific publication in the IHC's research fields.
2. The Director of the Contemporary History Press, who is a PhD Integrated Researcher, is appointed by the IHC Board of Directors.
3. The Director chairs the Editorial Board of the Contemporary History Press, which should also include four to six other PhD researchers, three of whom must be external to the IHC.
4. The Director of the Contemporary History Press and the members of the Editorial Board may serve up to three consecutive three-year terms.

CHAPTER VI - INTERNAL ASSESSMENT

Article 31

1. The Internal Evaluation Committee (IEC) monitors and advises on the research activities carried out within the IHC.
2. The HCI shall submit its Activity Plans and Reports to the IEC.
3. The IEC is responsible for regularly analysing the functioning of the institution and issuing opinions as deemed appropriate, in particular on the annual Activity Plan and Report.
4. The IEC is made up of researchers of recognised merit from outside the IHC, most of whom are necessarily employed in non-Portuguese universities or research centres.
5. The composition of the IEC is approved by the Scientific Council, upon proposal of the IHC Board of Directors.
6. The IEC should have five members.
7. The term of office of the IEC is three years and may be renewed for two consecutive terms.

CHAPTER VII - RESEARCHER'S OMBUDSMAN

Article 32

1. The Researcher's Ombudsman is responsible for:
 - a) The arbitration of any dispute not resolved within the scope established by the field of action of the Board of Directors, General Assembly, Supervisory Board, or Scientific Council of the IHC;
 - b) Issuing an opinion, which will not be binding, on the issues under consideration.

2. The Researcher's Ombudsman shall be appointed every four years by the General Assembly, on a proposal from the Board of the General Assembly and by a two-thirds majority of the members present at a meeting convened for that purpose.
3. The Researcher's Ombudsman will be a person of recognised academic standing from an institution outside the NOVA University Lisbon, the University of Évora and the IHC.
4. The Ombudsman may be accompanied by two members from outside the NOVA University Lisbon and the University of Évora, who provide support and counselling in the performance of the Ombudsman's duties.

ATTACHMENT

**Referring to point 4 of Article 6 of the present regulation, which is quoted below:
"The Integrated Researchers who, on 16 December 2022, by virtue of the application
of the FCT integrated researcher criteria, become Collaborating Researchers retain
the rights of participation and voting in the General Assembly, Scientific Council, and
Research Groups (the researchers concerned are identified by name in the List
attached to this regulation)".**

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