

Center for the History of Society and Culture

Regulations of the Center for the History of Society and Culture

Chapter 1

General Provisions

Article 1

Denomination, foundation and headquarters

1. The Center for the History of Society and Culture (CHSC) is a research and development Unit accredited by the Foundation for Science and Technology (FCT).
2. It was founded in 1976 and was initially linked to the National Institute for Scientific Research (INIC). It was later assigned to the National Board for Scientific Research (JNIC) and, in 1997, to the FCT.
3. Its physical and administrative headquarters are at the University of Coimbra, and, within the framework of this University, it is based at the Faculty of Arts and Humanities.
4. The Center address is Arquivo da Universidade de Coimbra, Rua de São Pedro, n.º 2, 3000-370 COIMBRA.

Article 2

Scope

The CHSC is a Research and development (R&D) Unit dedicated to research in History (Medieval, Early Modern/Modern and Contemporary History), which, whenever necessary and possible, draws on knowledge from other areas and disciplines of the Social and Human Sciences in a complementary or integrated way.

Article 3

Objectives

The CHSC's objectives are:

1. Develop scientific research in History by supporting the research activity of its members and setting up multidisciplinary, international and intergenerational research teams;
2. Promote the internationalisation of research in History by supporting the research activity of its members and creating protocols, research projects and international partnerships;
3. Encouraging and providing a framework for the development of research proposals by younger generations by supporting the research activity of undergraduate, master or doctoral students in History;
4. Promoting scientific dialogue between researchers by organising meetings, conferences, colloquia, congresses and other activities;
5. Promoting the dissemination of research results by supporting their publication;
6. Increasing dialogue between the scientific community and society by setting up protocols and consortia with entities outside the Academia and promoting dissemination activities;
7. Taking an active role in making society aware of the intrinsic value of historical knowledge.

Article 4

Commitment

The CHSC undertakes to respect the Universal Declaration of Human Rights, the Constitution of the Portuguese Republic, the Statutes and Regulations of the University of Coimbra and the documents regulating scientific policy issued by the FCT and the European Research Council.

Chapter II

Composition and internal organization

Article 5

Composition

1. The CHSC comprises integrated researchers, collaborator researchers and invited researchers.

2. According to their areas and themes of work, the members of the CHSC are divided into research lines or groups.

Article 6

Integrated Researchers

1. Integrated researchers are doctoral graduates who carry out their research activity in History, who have a contract or link with a Portuguese institution, who are not exclusively integrated or related to any other R&D Unit, who dedicate a minimum of 20% of their working time to research activities at the CHSC in Portugal and who formalise their integration into the CHSC at the FCT.
2. To be admitted to the CHSC as an integrated researcher, the candidate must submit an application to be voted on by the General Assembly, in which he/she expresses his/her wishes, identifies the Portuguese institution with which he/she has a contract or link and declares that he/she is not an integrated member of another R&D Unit or, if he/she is, expresses his/her commitment to leave that Unit upon being admitted to the CHSC. The candidate should attach his/her Curriculum Vitae and proof of his/her contract with a Portuguese institution to the application.
3. Integrated researchers have the following rights:
 - a. To have administrative, logistical and financial support for carrying out research, publishing and disseminating results;
 - b. To benefit from the internal research and debate dynamics provided by the CHSC research community;
 - c. To participate in activities promoted by the CHSC;
 - d. To use the CHSC's facilities and library;
 - e. To participate, with the right to vote, in the General Assembly;
 - f. To represent, in the General Assembly, when mandated to do so in a written document that will be attached to the minutes of the meeting, another integrated researcher who, with justification, is unable to attend.
4. The duties of the integrated researchers are:
 - a. Contribute to the scientific productivity of the CHSC through the development of research projects, active participation in the dynamics of existing research lines or groups and the publication of results in scientific publications, especially those that require peer review;

- b. Indicate the CHSC as their institutional affiliation in all publications of the results of their research, in accordance with the rules determined by the Centre's Directive Board;
- c. Attend the General Assembly and meetings of the bodies to which they are invited or, if they are unable to attend, justify the reason for their absence before the meeting takes place;
- d. Submit an annual activity report in accordance with the criteria set by the Centre's Directive Board;
- e. Submit their proposals for scientific projects, publications, scientific promotion activities and dissemination actions that require the support of the CHSC for approval by the Centre's Directive Board, together with the respective expenditure forecasts;
- f. Contribute to the promotion and dissemination of the CHSC's activities.

Article 7

Collaborator Researchers

1. The following are inherently collaborator researchers:
 - a. Doctoral fellowship holders whose host institution is the CHSC;
 - b. Doctoral researchers linked to other national R&D Units that are part of CHSC projects;
 - c. Research fellowship holders recruited within the scope of CHSC research projects with funding allocated to the University of Coimbra.
2. The following are also collaborator researchers:
 - a. PhD researchers who do not fulfil the requirements set out in point 1 of Article 6, whose activity is related to one of the CHSC's research lines or groups, require this status and formalise their integration into the CHSC at the FCT. To be admitted to the CHSC, the researcher must submit an application to be voted on by the General Assembly, expressing their wishes and, where applicable, identifying the R&D Unit in which they are a researcher. Their Curriculum Vitae must be attached to the application;
 - b. PhD students supervised by CHSC researchers at the suggestion of a CHSC researcher. To be admitted to the CHSC, the student must submit a request, which will be put to a vote at the General Assembly, with their Curriculum Vitae attached;

- c. Undergraduate or Master's degree students working in the field of History at the suggestion of a CHSC researcher. To be admitted to the CHSC, the student must submit a request, which will be put to a vote at the General Assembly, with their Curriculum Vitae attached.
3. The rights of collaborator researchers are:
 - a. To take part in the scientific activities promoted by the CHSC;
 - b. To use the CHSC's facilities and library;
 - c. To take part, if they so wish, in the General Assembly without the right to vote.
4. The following are the duties of collaborator researchers:
 - a. Contribute to the promotion and dissemination of the CHSC's activities;
 - b. Participate in CHSC initiatives for which the Board requests them;
 - c. Submit a report on their scientific activity when requested by the Board.

Article 8

Invited Researchers

1. Invited researchers are PhD holders, whether or not affiliated with foreign R&D Units, who are temporarily carrying out projects at the CHSC.
2. Invited researchers have the following rights:
 - a. To use the CHSC's facilities and library;
 - b. To participate in the CHSC's activities.
3. Invited researchers must contribute to the dynamization of the CHSC's activities.

Article 9

Loss of the researcher status

1. Repeated non-compliance with the duties of integrated researchers, collaborators and guests, as explained in articles 6, 7 and 8 of these Regulations, implies the loss of the researcher status at the CHSC;
2. The loss of the researcher status is proposed by the Centre's Directive Board to the General Assembly through a reasoned opinion;
3. The loss of the researcher status is effected by a favourable vote of a two-thirds majority of the researchers present at the General Assembly at which the proposal is analysed, and, for this purpose, no researcher shall enjoy the right set out in point 3, paragraph f, of article 6 of these Regulations;

4. The Centre's Directive Board must inform the researcher of the loss of this status under the terms decided by the General Assembly.

Chapter III

The CHSC's Bodies

Article 10

Scientific Coordinator

1. The scientific coordinator is elected by the General Assembly under the terms established in Article 11 of these Regulations.
2. The scientific coordinator has a four-year term of office.
3. 3 . The scientific coordinator is responsible for:
 - a. Representing the CHSC in all instances;
 - b. Scientifically and administratively coordinating the CHSC's activities;
 - c. Convening and chairing meetings of the CHSC's bodies;
 - d. Ensuring the normal functioning of the CHSC;
 - e. Liaising with the Administration and other bodies and services of the University of Coimbra and the Faculty of Arts and Humanities of the University of Coimbra;
 - f. Ensuring communication with the FCT and other national or foreign science promotion and management organisations;
 - g. Ensuring communication with any institution or personality with which the CHSC may establish collaboration agreements;
 - h. Assuming, by inherence, the position of director of the *Revista da História da Sociedade e da Cultura*.

Article 11

Directive Board

1. The Directive Board comprises four integrated researchers, one of whom is the scientific coordinator who chairs it.
2. The Directive Board is elected by the General Assembly by secret ballot on the multi-member list(s) of candidates applying.

3. Each list mentioned in the previous paragraph comprises four researchers, the first name being that of the proposed scientific coordinator.
4. The Directive Board has a four-year term and can be re-elected only once.
5. The Board's competencies include:
 - a. Programming, coordinating and managing activities;
 - b. Deliberating on the funding of activity proposals by researchers after consultation with and a favourable scientific opinion from the Scientific Council;
 - c. Preparing the annual and multiannual productivity reports;
 - d. Preparing the annual activities plan;
 - e. Preparing the annual accounts report;
 - f. Preparing strategic projects and other funding application and management documents;
 - g. Appointing and dismissing the scientific coordinators of research lines or groups.

Article 12

Research lines and groups

1. The CHSC's integrated and collaborator researchers are organised internally by research lines or groups according to the thematic areas in which their activity is centred.
2. Each research line or group has a scientific coordinator responsible for its activity and results.
3. The proposal for the creation or extinction of research lines or groups is the responsibility of the Directive Board after consulting the Scientific Council.
4. The decision on the creation or extinction of research lines or groups is the responsibility of the General Assembly and requires a favourable vote by a two-thirds majority of the researchers present at the General Assembly. For this purpose, no researcher shall enjoy the right explained in point 3, paragraph f, of article 6 of these Regulations.

Article 13

Scientific Council

1. The Scientific Council comprises seven members, distributed as follows:

- a. the President, who is the scientific coordinator;
 - b. the coordinators of the existing research lines or groups;
 - c. whenever the President and the coordinators of the research lines or groups do not reach a total of seven members, it is up to them to propose to the General Assembly, which must approve the necessary researchers until the said number of seven is reached;
 - d. whenever the President and the coordinators of the research lines or groups reach a total of more than seven members, it is up to them to propose the final composition of the commission to the General Assembly, which must approve it;
2. The Scientific Council is responsible for:
- a. Deciding on the CHSC's scientific policy, namely by approving the scientific projects that the researchers propose to carry out;
 - b. Deciding on the creation or extinction of research lines or groups;
 - c. Deciding on the composition of the Permanent External Scientific Advisory Committee.

Article 14

Permanent External Scientific Advisory Committee

1. The Permanent External Scientific Advisory Committee comprises a maximum of five personalities of recognised merit and international prestige in the field of History.
2. Membership of this Committee results from an invitation made by the Scientific Coordinator after hearing the Scientific Council.
3. The Committee meets at the call of the CHSC's scientific coordinator.
4. The Committee is responsible for pronouncing on:
 - a. The CHSC's scientific policy;
 - b. The CHSC's annual plan, budget and activity reports.

Article 15

General Assembly

1. The General Assembly comprises the President, who is the Scientific Coordinator, and all the integrated researchers and researchers/staff.
2. The General Assembly is convened by the Scientific Coordinator.

3. The General Meeting is responsible for:
 - a. Electing the Directive Board;
 - b. Approving the admission and dismissal of researchers;
 - c. Voting on the creation, merger or extinction of research lines and groups;
 - d. Deciding on the drafting and amendment of the Regulations by a two-thirds majority;
 - e. Deciding on any matter brought before it.

Chapter IV

Final Provisions

Article 16

Transitional Provision

As the current Scientific Coordinator was elected in September 2020, it is up to him to choose the composition of the Directive Board, which will be in office until the first formal election of the Board, as provided for in Article 11 of these Regulations, which should take place in September 2024.

Article 17

Omitted cases and implementation

1. The Directive Board will resolve all cases not covered by these Statutes.
2. These Regulations revoke any other existing Statutes and Regulations and enter into force three working days after their approval by the General Assembly.

Approved at the General Assembly held on 22 March 2022.