

REGULATION | CiiEM Bylaws

Data | 29/06/2020

Revisão | 01

Código | R.EM.UK.CiiEM.01

I. Preamble

The Centro de Investigação Interdisciplinar Egas Moniz (CiiEM) is a strategic scientific development and advanced training pole for Egas Moniz - Cooperativa de Ensino Superior CRL, and for the teaching units of which it is the founding body: Instituto Universitário Egas Moniz (IUEM) and Escola Superior de Saúde Egas Moniz (ESSEM). It aims to achieve national and international recognition and participation in national and international networks of excellence.

CiiEM focuses its activity on priority areas for Egas Moniz, taking into account the Sustainable Development Goals (SDG) and the National and International guidelines. CiiEM operates in a multidisciplinary environment with close interaction with the teaching units, with the service provision units in the Health, Environment and Human Sciences areas at Egas Moniz and with national and international partners, actively promoting the translational component of research for the benefit of society.

In the past recent years, the scientific development of CiiEM has been accompanied by modernization and profound restructuring of its infrastructures and modus operandi, involving its adaptation to the ISO 9001: 2015 standard. As a result CiiEM focused its scientific activity on priority areas, invested in collaborative research, high-quality networks and international recognition.

Our goal is for CiiEM to follow the strategy of continuous growth centred on excellence and high impact research, always supported by high-quality human resources: We want to create an atmosphere where everyone feels that they contribute to the success of the institution, meeting the Egas Moniz's mission "Dedicated to the advancement of knowledge, learning and education of its students and research in the service of improving the health conditions of global society, in the 21st century".

Article 4, nº 1, point b of the bylaws of Egas Moniz, published in the 2nd series of Diário da República, No. 123 - July 1, 2019, determines that Egas Moniz must promote scientific research and university extension, which is carried out through our research centre, which is governed by its own regulation, approved at the Egas Moniz Board Meeting, and which comprises the articles below.

CHAPTER I GENERAL PROVISIONS

Article 1º

Nature and scope of activity

1. CiiEM is a research centre integrated into Egas Moniz, whose duties are to coordinate and manage research, innovation and development activities carried out by its researchers.
2. CiiEM's mission consists of developing advanced research on health-related problems and implementing the knowledge acquired for the benefit of the population.
3. CiiEM focuses on qualitative and quantitative growth, actively seeking cooperation at National and international level, with other institutions and with social, economic and industrial actors.
4. In the context of its mission, CiiEM actions include:
 - a) The carrying out of fundamental and applied scientific research projects in the biomedical field and in other scientific areas related to the health field, which include, for example, sociology, psychology and forensic sciences;
 - b) Collaboration in the scientific and technical training of young researchers through courses (master's and doctorate), promoting or proposing the inclusion in these courses of curricular content related to the research;
 - c) The dissemination of scientific knowledge, encouraging the organisation and participation of its members in national and international meetings and conferences;

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- d) Promoting scientific exchange with institutions and researchers in areas of interest to its members;
 - e) The provision of external services in areas that are covered by its competences.
5. The decision-making regarding CiiEM matters is exercised by the President of CiiEM in coordination with the Directorate of Egas Moniz, in compliance with legal and regulatory provisions, namely those contained in this document.
6. The President of CiiEM can be represented in his / her absence or impediment by a member of the Board of Directors of Egas Moniz and delegate powers related to CiiEM to the Executive Board of CiiEM, aiming to maximize the efficiency of its activity.

Article 2º

Objective

The main objectives of CiiEM are:

- a) Consolidate its position as a national reference centre and assert itself as an international reference in the research and development of its thematic areas and working groups;
- b) Stimulate and promote collaboration between its research groups;
- c) Strengthen the quality of research and innovation and promote the development of multidisciplinary projects within and outside CiiEM, namely with IUEM and ESSEM, as well as with other organisational units;
- d) Stimulate and streamline the organisation of activities for the dissemination of scientific production, with the immediate objective of dissemination at the national and international level;
- e) Attract funding from Egas Moniz, through its research and innovation programs;
- f) Obtain research and development funding from national and international opportunities;

- g) Create career development opportunities for young researchers with high potential and young PhDs in complementary and research support areas, within the framework of applicable legislation;
- h) Create opportunities for research and interaction with researchers, for students in pre- and post-graduate education levels at Egas Moniz;
- i) Contribute to all study cycles of Egas Moniz teaching institutions, with particular emphasis on postgraduate training.

CHAPTER II

ORGANIZATION OF CiiEM RESEARCH ACTIVITIES

Article 3º

Structure of CiiEM's research activities

1. The research activities developed by CiiEM are structurally organised into Thematic Research Areas.
2. Thematic Research Areas are systematically structured into four areas for of organizational purposes:
 - a) Environmental Health;
 - b) Clinical Research;
 - c) Microbiology and Public Health;
 - d) Forensic Sciences and Psychology.
3. Work Groups, dedicated to the study of a specific and clearly identified topic can be formed pending approval of CiiEM. These are composed by a core of CiiEM researchers and may incorporate external members.
4. Research Laboratories are also essential structures of CiiEM, which correspond to CiiEM's scientific resources, holding specialized technical and scientific knowledge and promoting research in pre-graduate and post-graduate education.

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5. Thematic areas may be extinguished by the President of CiiEM' initiative, after hearing the Dean of IUEM, the Director of ESSEM, the Executive Director of CiiEM and the President of the Council of researchers.

Article 4º

Thematic Research Areas

1. The Thematic Research Areas correspond to areas of knowledge that are identified in the strategic plan as critical to the scientific performance of CiiEM. They represent coordination and support structures.
2. The Thematic Research Areas aim to foster the implementation of advanced research in their field. To that end, they develop knowledge dissemination actions, such as:
 - a) Advanced seminars, which allow CiiEM to introduce the knowledge necessary for the development of high level research;
 - b) Foster the implementation of projects, preferably international ones;
 - c) Encourage the publication in high impact factor journals;
 - d) Mobilize CiiEM members to participate and to create research networks;
 - e) Contribute to the transmission of knowledge and motivation of students, among other actions.
3. Each Thematic Research Area is led by a Scientific Head, appointed by the President of CiiEM, after consulting with CiiEM's Board.
4. Each Thematic Research Area must promote the networking of laboratories with the capacity to develop interdisciplinary research projects integrating senior researchers, doctoral students, master students and research technicians.
5. The Thematic Research Areas are transversal to the structure of CiiEM and may incorporate laboratories and researchers that belong to other Thematic Areas.
6. The Thematic Research Areas should seek to interact and participate in international networks, with particular relevance to the European networks , promoting the transfer

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of knowledge and scientific research practices to CiiEM and fostering cooperation with international partners.

7. The Scientific Head of each Thematic Research Area can propose the inclusion in their areas of researchers external to CiiEM and Egas Moniz.
8. Members included in the research dynamics are covered by the Code of Ethics and Conduct and the Intellectual Property Regulations of Egas Moniz.
9. Thematic Research Areas must promote the attraction of national and international external funding, demonstrate scientific productivity (including scientific publications in international reference journals) and contribute to the training of students at pre- and postgraduate levels, as long as it is aligned with the educational project of the Instituto Universitário Egas Moniz (IUEM) and the Escola Superior de Saúde Egas Moniz (ESSEM), under authorization from the founding body, Egas Moniz - Cooperativa de Ensino Superior (EM).

Article 5º

Scientific Head

1. The Coordinators of the Thematic Research Areas (Scientific Head) are senior researchers employed by Egas Moniz.
2. The Coordinators of the Thematic Research Areas (Scientific Head) are appointed by the President of CiiEM, after consulting the Executive Board of CiiEM.
3. The duties of the Scientific Head are:
 - a) Align the objectives and activity plan of the thematic area with the strategic priorities defined for CiiEM and actively contribute to the mission of Egas Moniz;
 - b) Present annually, the activity plan of its Thematic Research Area for approval by the Executive Board of CiiEM, aiming to develop the institution's capacities, in view of the subsequent external evaluation period of FCT;
 - c) Critically analyze annually the activity report of its Thematic Research Area, with the Executive Direction of CiiEM, until the last working day of the

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- month of February, based on the experience of the execution of its activity plan;
- d) The day-to-day management of the respective research group;
 - e) Participate in regular CiiEM meetings and ensure the participation of their Thematic Research Area;
 - f) Produce and publish quality scientific achievements, complying with the affiliation rules established by CiiEM and Egas Moniz;
 - g) Promote the raising of funds to ensure the continuation of the group's research work, in coordination with the Executive Board of CiiEM.

Article 6°

Workgroups

1. The Workgroups are formed upon presentation of a project that will be evaluated by the Executive Board of CiiEM. The project may include researchers from CiiEM and external researchers, dedicated to the study of a specific and clearly identified theme.
2. The Workgroups have the following objectives:
 - a) Progressive development of the topics covered and the valorization of the created knowledge through interactions with the community, the society and the market;
 - b) Mobilization of students around structured research projects that implement the best research practices;
 - c) Creation of interdisciplinary networks bringing together several CiiEM laboratories in shared objectives and the transfer of knowledge and technology to CiiEM, through external collaborations;
 - d) The performance of the groups includes alignment with the SDGs, the practices of “Open Science” and the participation in national and international networks, whenever possible;
 - e) The workgroups are formed by:
 1. Initiative of the researchers;

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2. Initiative of the Executive Board of CiiEM or of the thematic areas to encourage scientific activity, focused on problems of particular interest to the institution and to society.
 - f) The working groups must have their own funding, typically from external projects, the funding allocated by CiiEM to integrated members, through CiiEM Investiga applications;
 - g) The activity of the work groups will be monitored by through an annual activity report. If a research project is active, the report may correspond to the project execution report required by the funding entity. The report will be subject to analysis and evaluation by the External Advisory Committee.

Article 7º

CiiEM Laboratories

1. The CiiEM Laboratories correspond to the scientific resources of Egas Moniz, which are assigned for the use of CiiEM, holding specialized technical and scientific knowledge. They have a Head that is appointed by the Board of Egas Moniz.
2. Following the CiiEM paradigm of carrying out interdisciplinary research, CiiEM Laboratories must combine efforts by participating in the establishment of internal and external networks to carry out projects of greater complexity and impact, actively participating in activities promoted by the Thematic Areas and Workgroups.
3. CiiEM Laboratories must:
 - a) Develop their scientific activity within the norms of good practices in research, namely documenting and maintaining registers of the research activities and results in an accessible way for verification, conforming to ethical and other appropriate requirements. Their activity shall be guided by criteria of good practices internationally adopted, particularly in the EU;
 - b) Work according an internal regulation, approved by the Director of Egas Moniz, that sets the conditions, without unnecessarily restrictions, to the access and use of the equipment, allowing it to contribute to the scientific needs of CiiEM as a whole;

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- c) Draw up a regulation/procedure/instruction for an utilization manual for the use of equipment and provide the necessary training to ensure safe use of the equipment;
- d) Allow access to the laboratory facilities to Egas Moniz Masters and PhD students, ensuring that the necessary training is respected and monitored, in accordance with the laboratory regulations.

CHAPTER III

CiiEM MANAGEMENT BODIES

Article 8º

CiiEM Management Bodies

1. CiiEM has the following Management Bodies:
 - a) President of CiiEM;
 - b) Executive Board of CiiEM;
 - c) CiiEM Research Department;
 - d) Council of Researchers;
 - e) External Advisory Committee.

Article 9º

President of CiiEM

1. The President of CiiEM is appointed by the Director of Egas Moniz - Cooperativa de Ensino Superior CRL, for a period of 4 years, renewable.
2. The President is responsible for:
 - a) Coordinate CiiEM's activity and define its strategic objectives;
 - b) Appoint and remove the Executive Director of CiiEM and its other functional units;

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- c) Approve and promote the hiring of employees and researchers needed for ensuring the excellency of the functioning of CiiEM;
 - d) Represent CiiEM in all acts that involve interactions or commitments with entities outside the Centre, or of particular relevance to its activity;
 - e) Approve the incorporation and exclusion of members, participation in applications and approving and signing agreements with entities outside the Centre proposed by CiiEM bodies.
3. The President may be represented by a member of the Board of Directors of Egas Moniz and may delegate functions to any member of the CiiEM's Executive Board.

Article 10º

Executive Board of CiiEM

1. The Executive Board (is a support body of the President of CiiEM) must meet every two months, when convened by the President. In the absence of the President of CiiEM and when he is not represented by any member of the Board of Directors of Egas Moniz, the meetings are chaired by the Executive Director. The Executive Board consists of:
 - a) Executive Director of CiiEM;
 - b) Executive Sub-Director of CiiEM (if activated by the President of CiiEM);
 - c) Research/Development/Teaching interconnection Monitoring Office;
 - d) CiiEM Observatory;
 - e) Special Units of CiiEM.

Article 11º

Executive Director of CiiEM

1. The Executive Director is appointed for a period of 2 years, renewable by the President of CiiEM, after approval in a meeting of the Board of Directors of Egas Moniz and after hearing the Dean of IUEM and the Director of ESSEM.
2. The Executive Director of CiiEM, through the Executive Board of CiiEM, assists the President in the preparation, elaboration of proposals for the accomplishment of

initiatives of strategic importance for CiiEM and proceeds to the day-to-day management of the Centre, namely:

- a) Prepare an annual activity plan proposal;
- b) Prepare an annual activity report;
- c) Prepare the annual budget of the unit;
- d) Monitor the activity of the Thematic Areas;
- e) Monitor the activity of the Scientific Heads;
- f) Monitor the activity of the Workgroups, ensuring compliance with the proposed objectives;
- g) Monitor the activity of the winning projects of the CiiEM Investiga;
- h) Monitor the activity of the CiiEM STAR STUDENT programme;
- i) Monitor CiiEM's activity regarding Quality Certifications, ensuring compliance with the proposed objectives and the certifications recommended by Egas Moniz;
- j) Issuing regulations for framing and monitoring CiiEM procedures within the scope of the Quality Management System;
- k) Propose the appointment of new thematic areas and the creation, extinction or restructuring of research groups or workgroups;
- l) Propose the appointment of Scientific Heads;
- m) Promote the optimization of available resources, encouraging the sharing of facilities, equipment and other infrastructure necessary for the success of the centre's activities;
- n) Harmonize the rules of the CiiEM with the regulations and other recommendations and norms of the FCT;
- o) Promote the dissemination of scientific culture;
- p) Promote the training of human resources;
- q) Propose amendments to the present regulation;
- r) Carry out regular assessments of CiiEM members and their functional structures, including thematic areas and laboratories, using the most appropriate methods of "Peer review" or evaluation of indicators, according to the annual regulation to be approved by the President;

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- s) Communicate to the President situations that put at risk or have a negative impact on the functioning of CiiEM, for correction.

Article 12.º

Executive Sub-Director of CiiEM

The President of CiiEM may propose to the Director of Egas Moniz the appointment of an Executive Sub-Director, for renewable annual periods. It will be approved at an Egas Moniz Board meeting after hearing the Dean of IUEM, the Director of ESSEM and the Executive Director of CiiEM.

Article 13.º

Research/Development/Teaching interconnection Monitoring Office and the Executive Director of CiiEM

1. The President of CiiEM, appoints, for periods of 2 renewable years, two senior researchers and the Executive Director of CiiEM to the Research/Development/Teaching Interconnection Monitoring Office (GAIIDE), after approval in a meeting of the Board of Egas Moniz and after hearing the Dean of IUEM, the Director of ESSEM and the Executive Director of CiiEM.
2. The mission of this Monitoring and Support Office to the Executive Director of CiiEM is to promote and assist the Executive Director in the pursuit of his mission and in achieving his objectives.
3. Preferably, this Office is composed by two CiiEM integrated researchers working as professors at IUEM and ESSEM, respectively.

Article 14º

CiiEM Observatory

The Observatory is constituted by a secretariat assigned to the Executive Directorate of CiiEM, exercising administrative support functions. Its competences are:

- a) Collect and validate the Centre's productivity;

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- b) Calculate the resulting classifications according to the rules;
- c) Promote the internal and external dissemination of the Centre's activities;
- d) Keep the CiiEM website updated;
- e) Administratively support the submission of applications to national and international scientific research projects;
- f) Track applications and other financing opportunities for scientific research and dissemination projects nationally and internationally and convey this information to CiiEM members;
- g) Contact Science support agencies (national and international) and participate in their initiatives (ex: FCT, ANI, GPPQ);
- h) Support the preparation of reports on the scientific activity of the Centre;
- i) Update the research team list and submit scientific inquiries;
- j) Support the implementation of the quality management system of Cooperativa Egas Moniz (ISO 9001: 2015) for research activity;
- k) Organize regular seminars, seminars in the thematic areas of CiiEM, as well as support the organization of the International Congress of the Centre;
- l) Support the preparation of the research centre's scientific dissemination magazine.

Article 15°

Special Units or Missions

1. Considering the need to expand the competences and actions to support the activity of CiiEM in order to efficiently perform strategic tasks, Special Units, dedicated to specific tasks are constituted by the Executive Board of CiiEM and may be formed by Egas members, or by external members or firms providing services.

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2. The appointment of these Special Units is made by the Executive Director of CiiEM, after approval of the President of CiiEM.

CHAPTER IV CiiEM RESEARCH BODIES

Article 16º

Strategic Council of CiiEM

1. The Strategic Council is activated, convened, and chaired by the President of CiiEM. It consists of the following members:
 - a) Vice-Chairman of the Board of Egas Moniz;
 - b) Treasurer of the Board of Directors of Egas Moniz;
 - c) The Executive Director of CiiEM;
 - d) Sub-Director of CiiEM (if appointed);
 - e) GAIIDE researchers;
 - f) Dean of IUEM;
 - g) Director of ESSEM;
 - h) Coordinators of the Doctoral cycles of the IUEM;
 - i) Presidents of the Scientific Commissions of Doctoral cycles;
 - j) Chairman of the Ethics Committee;
 - k) President of the Scientific Council of IUEM;
 - l) President of the Technical and Scientific Council of ESSEM;
 - m) Scientific Head of the Environmental health research area;
 - n) Scientific Head of the Clinical Research area;
 - o) Scientific Head of the Microbiology and Public Health research area;
 - p) Scientific Head of the Forensic Sciences and Psychology research area;
 - q) Two representatives of the International Advisory Committee.
2. The Strategic Council must meet twice a year.

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Article 17°

Competencies of the CiiEM Strategic Council

The Strategic Council is a consultative, non-binding body and has the following competency:

- a) Issue opinions on the annual activity plan and report;
- b) Issue an opinion on the formation, extinction or restructuring of the Thematic Areas;
- c) Monitor the implementation of CiiEM's strategic development policies in line with Egas Moniz's strategies;

Article 18°

CiiEM Researchers Council

1. The Researchers Council is made up of all integrated members of CiiEM.
2. The President of CiiEM, the Executive Director of CiiEM, the Dean of IUEM and Director of ESSEM may participate in the Researchers' Council as observers, but without the right to vote.
3. Scientific Heads can participate in the Researchers Council as observers, but without voting rights, if they are not integrated members.
4. The chairman of the Researchers Council is elected annually at the first meeting of the body, after being informed of the annual assessment of the researchers.
5. the second most voted researcher becomes the secretary of the President.
6. The Researchers' Council meets at least twice a year and whenever convened by its President, the President of CiiEM or by his delegation by the Executive Director of CiiEM.

Article 19°

Competencies of the CiiEM Research Council

It is the responsibility of the CiiEM Research Council:

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- a) Propose to the Executive Board general research and development guidelines in accordance with the objectives of CiiEM, FCT and the active European Research Program;
- b) Propose and elect in a fair way the representativeness of all scientific areas present in the Researchers Council, for the Scientific Committee of the Congress of CiiEM;
- c) Equally propose the representativeness of all scientific areas that are not present in the Researchers Council, for the Scientific Committee of the Congress of CiiEM;
- d) Propose models for organizing thematic sessions for the CiiEM Congress;
- e) Actively participate in moderating, evaluating and reviewing papers for the CiiEM Congress and magazines related to the event;
- f) Monitor the CiiEM's research work.

Article 20.º

External Advisory Committee

1. The External Advisory Committee is made up of 2 to 6 external members, mostly including researchers, with a recognized international merit curriculum and career, appointed by the President of CiiEM, on the proposal of the Executive Director of CiiEM, after hearing the Dean of IUEM and the Director of ESSEM.
2. The External Advisory Committee must meet once a year and whenever necessary to exercise its competencies.

Article 21º

Competences of the External Advisory Committee

1. Monitor, advice and support the development of CiiEM's strategic plan and its activities, globally or sectorially, in interaction with the President and the Executive Board, in person or by means of remote communication, whenever necessary.
2. Meet at Egas Moniz during the CiiEM congress to assess the evolution of the institution's scientific work and its adequacy to the institution's quality needs defined by National

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and European policies. The second visit will consist of participation in actions of evaluation of the performance of the respective organic units, proceeding if necessary with interviews and meetings with groups of members of Egas Moniz/CiiEM. In both cases, reports will be prepared containing an assessment of the main developments and difficulties in the development of the plan and suggestions for its progression/overcoming.

3. Analyze CiiEM's productivity and performance excellence indicators and suggest new indicators, if appropriate.
4. Issue an opinion on the annual activity plan and report.

CHAPTER V CONSTITUTION OF CiiEM

Article 22° CiiEM Members

CiiEM members can have the status of:

- a) Integrated members;
- b) Collaborator members;
- c) Invited members;
- d) Honorary members;
- e) Student members;
- f) Non-researcher staff members.

Article 23° Integrated members of CiiEM

1. Integrated members of the Centre have a minimum qualification of PhD and must meet minimum evaluation requirements. They may be employed by Egas Moniz or other institutions, provided they are not registered with FCT as integrated members of other Centres.

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2. The status of integrated member is maintained for a calendar year, and is revised based on the result of the internal assessment of CiiEM's members.
3. The integrated members of CiiEM must fulfil the following criteria:
 - a) Three indicators of scientific production in the last 3 years (with at least two publications in journals of the first quartile of the relevant area). The scientific production indicators considered are:
 - 1- Publications in international journals with peer review;
 - 2- Patents;
 - 3- Books and book chapters with international circulation.

or

 - b) Four indicators of scientific production in the last 3 years (with at least one publication in journals of the first quartile of the relevant area). The scientific production indicators considered are:
 - 1- Publications in international journals with peer review;
 - 2- Patents;
 - 3- Books and book chapters with international circulation.

Article 24°

Collaborator members of CiiEM

1. All members of the CiiEM with a PhD who do not meet the minimum requirements in article 23° of this regulation, are considered collaborating members.
2. Collaborator members have a minimum qualification of a degree. The collaborators hired for a fixed term, within the scope of specific research projects, are oriented by integrated members of CiiEM.
3. Integrated members are automatically transferred to the status of collaborators if they do not fulfil the requirements for the position and return to the status of integrated members as soon as this situation is reversed.

Article 25°

Invited members of CiiEM

The invited members can have or not a PhD and have a specific research, management or advisory role. They are nominated by invitation of members or functional bodies of CiiEM, with the approval of the Directorate of CiiEM.

Article 26°

Honorary Members

1. Honorary members are individualities of recognized merit who have a relevant connection to CiiEM, past or present, and whose incorporation in CiiEM is considered by the Board as honorable for the Institution.
2. The proposal for the appointment of the Honorary Member must be made by the Executive Board to the President of CiiEM.
3. The new Honorary member will be appointed by the President of CiiEM, after ratification by the Director of Egas Moniz and after hearing the Dean of IUEM and the Director of ESSEM.

Article 27°

Student Members

1. CiiEM Student Members are:
 - a) Students that contribute significantly to the productivity and development of CiiEM, are oriented by integrated members of CiiEM, and may additionally have external advisors;
 - b) Students of the various undergraduate and master's courses from Egas Moniz or other teaching institutions;
 - c) Post-Doc Students and PhD students from other institutions, who are undertaking theses or internships of limited duration in CiiEM laboratories, under the guidance of CiiEM's integrated members, receiving at the conclusion a certificate issued by the institution.

Article 28° Staff Members

Non-research employees are proposed by the Executive Board to the President, who will decide on their inclusion, to fulfil the functions necessary for running the Centre.

CHAPTER VI FINAL DISPOSITIONS

Article 29° Transitory Standard

After the entry into force of this regulation, existing research groups will be maintained, but their status must be subject to an evaluation by the External Advisory Committee and the Strategic Council within 1 year.

Article 30° Integration of Gaps and Subsidiary Applicable Legislation

1. The doubts and omissions raised by the application of the present regulation will be resolved by the President of CiiEM, after approval in a meeting of the Board of Egas Moniz and after hearing the Dean of IUEM, the Director of ESSEM and the Executive Director of CiiEM.
2. Matters not specifically addressed by this regulation are subjected to other existing legislation.

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Article 31°

Implementation

This regulation comes into force after its approval by the Board of Egas Moniz and in the day after its publication.