



CES REGULATIONS FOR CONTRACTED RESEARCHERS' ACTIVITIES

Art. 1 – Scope

These regulations are directed at researchers contracted by CES within its status as Associate Laboratory (AL) or within the programme contracts with the Portuguese Foundation for Science and Technology (FCT) designed to promote the professional integration of PhDs in the scientific and technological system, such as the 'Commitment to Science' programme, as well as other future programmes.

Art. 2 - Association arrangement

1. The researcher will be a CES associate, in accordance with subparagraph b), Article 4, paragraph 2 of CES' Articles of Incorporation.
2. The PhD researcher contracted within this scope works in a regime of exclusivity and their activity, without prejudice to their scientific freedom, is subject to approval by CES' Scientific Board (SB).
3. The regime of exclusivity entails that the AL's researcher cannot perform other gainful functions or activities, public or private, including the exercise of a liberal profession, except in the cases provided for in paragraph 2, article 52 of the Status of Scientific Research Career (Decree-Law no. 124/99), if the activities to be conducted are previously reported to the SB's President and the Executive Director, who may require their approval from the SB.

Art. 3 – Research career

1. The contracted researcher will be integrated in a regime of scientific research organized in three categories: assistant researcher, main researcher and coordinating researcher.
2. The researchers wishing to apply to the SB for the coordinating researcher category must have a previous research experience of at least eight years and an exceptional merit curriculum, showing scientific leadership capacity in an area of knowledge, translated into indicators such as international publications of recognized importance to the scientific community (at least 6), coordination of research projects with international funding (at least 1), lecturing and supervising PhD theses or similar activities, as well as institutional management activities.

3. The researchers wishing to apply to the SB for the main researcher category must have a previous research experience of at least five years and a high merit and experience curriculum in autonomous research, showing indicators such as international publications of recognized importance to the scientific community (at least 4), coordination of research projects with national funding (at least 2 and 1 as coordinator), lecturing and supervising PhD theses or similar activities.

4. The SB will create a Curricular Assessment Committee to consider the applications. This Committee will comprise of the Director, the SB President, a CES researcher appointed by the Director and the SB President, and an external researcher. These last researchers will need to have a functional category identical or superior to the category for which the applications are being made.

5. In conformity with the legal nature of CES, the remuneration scheme will depend on the agreements to be established, for that purpose, with the Portuguese Foundation for Science and Technology or other funding that will permanently or temporarily cover the applicable remuneration.

Art. 4 – Monitoring of activities

1. Up until two months after the beginning of their contract, the researcher must present to the Director an activity plan of 2-5 pages, to be implemented within one of the CES Research Groups, justifying the way in which these activities combine their previous research experience with the Research Group's objectives, and identifying possible interests of collaboration with specific ongoing projects of the Research Group and/or CES.

2. The activity plan must be considered by a Monitoring Committee constituted by the presiding Director, the SB president and a representative of the relevant Research Group appointed by the Group's coordinators. The Monitoring Committee may request adjustments and revisions at its discretion.

3. The contracted researcher must annually deliver for the SB's approval a report with 4-10 pages about the activities conducted during the previous year. The report must include a reflexion on the research agenda of the AL's researcher, the obtained results and the integration of the activities within the Research Group and CES. Also, they must present an activity' plan to be implement in the following year.

4. Every two years, the contracted researcher's activity will be evaluated by the Monitoring Committee mentioned in paragraph 1, with the prior hearing of the Researcher. The Monitoring Committee may:



- a) Approve the report;
 - b) Schedule a new monitoring meeting within six months, if the results presented do not meet the expectations:
 - c) Refer possible research areas to which the AL's Researcher must focus on in the short-term and, in general, fulfil the monitoring tasks and present, among others, proposals to improve performance, make use of project application opportunities or explore national or international contacts;
 - d) With the report presented, propose that the researcher applies to a particularly demanding international programme or award;
 - e) Propose a broad discussion at the SB, without the presence of the researcher, in order to assess their performance, in case of a serious infringement of the defined objectives, and a future disciplinary decision.
5. The monitoring meetings may take place extraordinarily, at any time, if requested by the Director, the SB's President or the researcher.
6. The contracted researcher must share with the CES Community information about their main scientific activity by sending this information to CES Calendar and updating their résumé at the CES website.
7. If the researcher needs to be absent from CES for prolonged periods of more than 15 days, they must mention it in the activity plan, except in exceptional and duly justified circumstances, and, in all instances, they must previously inform the SB President.

Art.5 – Sabbatical Leave

1. Every six years, and whenever the researcher performs regular lecturing and scientific supervision activities, or scientific and institutional management activities, they may request a sabbatical leave to the SB, which will allow them to be relieved of such activities for a period of one year, in order to carry out research work or a publication.
2. Partial sabbatical leaves may be granted, non-cumulative with the previous ones, for periods of 6 months every three years of effective service.
3. In accordance with article 8 of these regulations, the proposal for aggregation exams can be an acceptable reason to benefit from the provisions in 1.
4. The intention of applying to large international funding grants can be an acceptable reason to benefit from the sabbatical leave, as established in 2.



5. The requirements for the situations mentioned in 3 and 4 of this article must be sent to the SB President at least 3 months prior to the start of the sabbatical leave needed.

Art.6 – Scientific activity

1. The contracted researcher's scientific activity is divided into the following categories:

- a) research;
- b) teaching and scientific supervision;
- c) scientific and institutional management;
- d) outreach.

2. The research activities must constitute the main component of the activities developed by the contracted researcher and combine several tasks or results, such as:

- a) coordination and/or participation in scientific research projects;
- b) scientific publications;
- c) presentation of scientific papers in national as well as international conferences;
- d) organization of scientific events;
- e) participation in editorial boards of scientific publications and scientific/management boards of scientific societies and international meetings;
- f) participation in scientific evaluation panels (research proposals, competitions and awards, Masters and PhD panels) or other panels as a scientific expert.

The activities mentioned in subparagraphs a) through d) will be divided into the categories included in the Appendix.

3. The teaching and scientific supervision activities must be complementary to the research activities. In this set of activities, the contracted researchers are expected to actively participate in:

- a) coordination of the Doctoral Programme;
- b) regular lecturing sessions at Doctoral Programmes;
- c) organization of advanced training courses;
- d) organization of Summer Schools;
- e) supervision of Doctoral theses and monitoring of Doctoral and Postdoctoral internships;
- f) supervision of Postdoctoral projects;
- g) participation in academic evaluation panels;
- h) training young researchers within the projects they are coordinating.

4. The scientific and institutional management activities include the following capacities:

- a) Administration of CES;
- b) Presidency/Vice-Presidency of the SB;



- c) Internal Monitoring Unit;
- d) SB's Permanent Committee;
- e) Coordination of Research Group and/or Observatory;
- f) Other Commissions associated with the organization of CES' general activities, such as publications and conferences, or other regular initiatives;
- g) Other Commissions, of national or international nature, associated with the organization of scientific activities.

5. The outreach activities aim at the dissemination of research results and the involvement in cultural activities, as well as training young researchers and professionals in various areas, and include, namely:

- a) organization and/or participation in activities within the scope of CES' association with scientific dissemination programs, such as the 'Ciência Viva' programme;
- b) participation in activities for secondary education students and students from the 1st and 2nd cycle of higher education;
- c) regular or occasional collaboration with the media;
- d) organization and/or participation in CES' activities for the general public;
- e) participation, as a scientific expert, in nonprofit activities for the general public, organized by other institutions from the public and/or private sectors;

6. Contracted researchers must develop a regular set of activities from the four groups of activities mentioned in paragraph 1 of this article and must register them in the activity report, in accordance with the distribution throughout the groups of activities.

Art. 7 – Results of the monitoring and evaluation process

1. The decisions on the renewal, renegotiation or termination of the researcher's contract covered by these Regulations, or on their career development, will be made based on the monitoring and evaluation process of their activities, as set out in these regulations.

Art. 8 – Access to aggregation exams

1. The contracted researchers may request aggregation exams with a university, after presenting and justifying their request with the SB. The SB will evaluate the proposal and issue their opinion. A negative response corresponds to a refusal by CES to support the researcher's claim.

2. The candidate for the aggregation exams must have a professional, academic and/or scientific curriculum of great merit, and must cumulatively meet the following minimum criteria:

- a) 5 years of scientific experience as a doctoral researcher;
- b) 6 international publications, reviewed by peers, in scientific journals from the list of journals considered an international reference by CES' SB, or in chapters of books published by publishers considered of international reference by CES' SB, and 3 of such publications must be papers in journals;
- c) 4 national publications, reviewed by peers, in academic journals or book chapters in special journal issues, published by an international or a national publisher which is considered a reference by CES' SB;
- e) Coordination of 1 research project with national funding and participation in 2 research projects, at least one of them having international funding;
- f) Collaboration in lecturing and scientific supervision activities, in accordance with paragraph 4, article 6 of these regulations for a minimum of 3 years, including a minimum of 2 distinct activities and coordination activity;
- g) Successful supervision of 2 dissertations, at least one of them of a PhD;
- h) Experience in institutional and scientific management; in accordance with paragraph 4, article 6 of these regulations, for a minimum of 1 year;
- i) Relevant participation in outreach activities, in accordance with paragraph 4, article 6 of these regulations.

3. The completion of the aggregation exams depends on the conditions and rules of access established by the university receiving the application.

Art. 9 – Funding of activities

1. The contracting of AL's researchers does not include the financing of their research. However, CES provides a limited support for the participation in conferences, or other research expenses, according to its own regulations.

2. Contracted researchers must obtain funding for their research by applying to funding programmes for their research projects, in collaboration with other CES researchers, either as the Principal Investigator or as member of the research team. This collaboration may include researchers from other scientific institutions.

3. If the applications are not approved, the contracted researchers must seek to associate themselves to other ongoing projects of the Research Group and/or CES, even if in a limited time share, in order to allow the integration of their research in the agenda of the Research Group and CES.



Art. 10 – Activities after the termination of the contract

1. If the assessment under article 4 is positive, the researcher with a contract under termination may, if they so wish, continue to be a CES researcher without needing approval from CES' GA.
2. The researcher will be encouraged to seek funding in order to continue their activities, and will be supported by CES, in accordance with article 9.

Art. 11 – Right of appeal

The researchers may appeal from the decisions of the matters contained in these regulations to the Scientific Board. The Board will then decide and the director will issue a decision.

Art. 12 – General provisions

1. The matters not contained in this document will be assessed by the director and/or the Scientific Board, with subsequent deliberation.
2. These rules come into force in the day following SB's approval.

The Scientific Board of the Centre for Social Studies (CES)

Approved at the Permanent Committee Meeting of 5th March 2014

APPENDIX – Research indicators per category

- a) Scientific research projects
 - i. approved international projects (principal investigator or member of the research team)
 - ii. approved national projects (principal investigator or member of the research team)
 - iii. final reports (principal investigator or member of the research team)
- b) Scientific publications
 - i. Papers in scientific journals, with referee, internationally indexed
 - ii. books (individual authorship or co-authorship) in publishers of reference
 - iii. book chapters (individual authorship or co-authorship) in publishers of reference
 - iv. (co-)editing of books in publishers of reference
 - v. (co-)editing of special issues of scientific journals, with referee, internationally indexed
 - vi. reports of research projects with their participation
 - vii. reviews
 - viii. working papers
 - ix. other scientific publications
- c) Doctoral and post-doctoral programmes
 - iv. coordination of doctoral programmes
 - v. lecturing of doctoral seminars
 - vi. supervision of doctoral students
 - vii. supervision of post-doctoral programmes
- d) Scientific papers:
 - i. papers in international scientific events, by invitation
 - ii. papers in international scientific events
 - iii. CES seminars
 - iv. papers in other scientific events
- e) Organization of scientific events
 - i. member of the organizing committee for international scientific events
 - ii. member of the organizing committee for other scientific events
 - iii. (co-)organizer of CES seminars
 - iv. member of the scientific committee for scientific events
 - v. (co-)organizer of advanced training activities
 - vi. (co-)organizer of scientific dissemination activities