



# CeiED

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INTERDISCIPLINARY RESEARCH CENTRE  
FOR EDUCATION AND DEVELOPMENT

## **STATUTES**

*Approved in a meeting of the Scientific  
Council  
on 9 January 2024*

## Statutes

### Article 1

#### Origin and Headquarters

1. The Interdisciplinary Research Centre for Education and Development (CeIED) originated in the Observatory of Education Policies and Educational Contexts, a Research and Development Unit (RDU) accredited by the Foundation for Science and Technology (EDU-LVT-Lisboa-747) in 1996. Later transformed into Center for Studies and Intervention in Education and Training (CeIEF), this RDU, after years of joint projects, associated researchers from the fields of museology, human geography and territory, and received its current designation in 2012.
2. CeIED integrates researchers from different areas or disciplines in the field of the Social Sciences and Humanities, and of Education, who, from different perspectives, share the same purpose: creating knowledge aimed at Human Development.
3. CeIED assumes Education, Memory and Territory as three fundamental dimensions of the goals of economic, social and territorial cohesion, of the fight against inequalities and of the respect for differences, as well as the recognition of the equal dignity of the human condition.
4. CeIED is hosted by Lusófona University, and *Cooperativa de Formação e Animação Cultural* (COFAC) is its founding entity; the RDU is a reference in the areas of Education, Training and Museology for the Lusófona Group.
5. CeIED may set up delegations.
6. CeIED's facilities are located at Lusófona University – Lisbon and Porto University Centres.

### Article 2

#### Goals

1. CeIED's strategic orientation is to promote social cohesion and justice in the dimensions that characterise an R&D Unit focused on Educational Sciences which also integrates the areas of Territory and Museology. The centre seeks to carry out public science that combines research with intervention in the social,

economic, educational and cultural spheres.

2. CeIED defines as its own the following other goals:

- a) To consolidate the interdisciplinary dialogue between the areas that compose it, creating the institutional conditions that will enable researchers from different scientific fields and academic cultures to enter into in dialogue and build teams that engage in interdisciplinary projects.
- b) To strengthen the link between teaching and research, mobilizing lecturers and researchers and integrating doctoral students and students from the first and second cycle of studies in ongoing projects.
- c) To foster measures to increase the scientific production of its members, creating the conditions and incentives for publication in indexed journals of national and international circulation, as well as in other means of peer-reviewed academic dissemination, both national and international, such as books, book chapters, conferences and other publications.
- d) To strengthen and expand the internationalisation of the research carried out in the Research and Learning Communities (ReLeCo), of the advanced training programs and of the doctoral students who are part of CeIED.
- e) To reinforce and expand the national and international visibility of the scientific journals published by CeIED.

## Article Composition

1. CeIED is constituted by researchers, students and other staff working at Lusófona University, or at other public or private institutions that meet the conditions defined by the Foundation for Science and Technology (FCT) to integrate an R&D Unit, as well as the eligibility conditions laid down by CeIED in these Statutes.

2. The members of CeIED fall into the following categories:

- a) **Integrated researchers:** lecturers and researchers with a PhD, or equivalent degree, who dedicate a minimum of 20% of their working time to research activities and have a bond or contract with a Portuguese institution, and who cumulatively meet the conditions provided for by FCT and by articles 4 and 15 of these Statutes.
- b) **Collaborating researchers:** lecturers and researchers from Lusófona University, or from other education, training and cultural development institutions, who, regardless of their institutional framework and professional situation, do not meet the conditions required in these Statutes to be integrated members, but who collaborate in research projects, or other relevant activities developed at CeIED.

- d) **Research Assistants:** researchers hired for CeIED projects or activities.
- e) **Researchers in training:** first and second cycle students and doctoral students from Lusófona University and other higher education institutions, provided they are supervised by a teacher / researcher from CeIED, they are part of the Citizen Science Doctoral College, and participate in a ReLeCo, or in another CeIED structure.
- f) **Postdoctoral Researchers:** PhD researchers who propose an individual research programme or a programme integrated into other ongoing activities at CeIED, complying with the criteria set out in the regulations of Lusófona University.
- e) **Guest researchers:** researchers/lecturers of recognized merit from other higher education institutions, national or foreign, or professionals from other fields of activity with public recognition, who participate in relevant projects and activities carried out at CeIED.
- f) **Science Management and Communication Team:** assisting staff who provide services directly linked to R&D activities, namely in project management, science communication, and/or other activities to support the work developed by CeIED.

#### Article 4

#### Admission and Loss of Membership

1. The admission of new members in the category of Integrated Researcher adopts the following procedure:
  - a) The candidate submits a reasoned request, by means of a letter of intent addressed to CeIED's Scientific Coordinator, accompanied by the updated curriculum vitae (CV) and the mention of the Ciência ID and ORCID ID identifiers.
  - b) The admission of the new member is approved by CeIED's Board of Directors, after assessing the eligibility referred to in Article 15.
  - c) In the assessment of the previous paragraph, the following should be taken into account in the curricular analysis of the researcher: the connection to study cycles (direction, teaching) of Lusófona University and other institutions of the Lusófona Group that require accreditation by the Agency for Assessment and Accreditation of Higher Education (A3ES), as well as to other situations in which the professional experience of the new member may clearly contribute to the purposes of CeIED.
2. PhD researchers hired under the Calls for Scientific Employment Stimulus, or other calls and programmes promoted by FCT, are automatically integrated into the team, as integrated researchers on the date their contract begins.
3. The admission of new members in the category of collaborating researcher follows procedures similar to those stipulated for integrated researchers, provided for in paragraph 1 of this article, without the condition that the candidate achieves

the scientific production indicators laid down in article 15 of these Statutes.

4. Postdoctoral researchers are automatically integrated into the team, on the date they start at Lusófona University, and shall remain members of CeiED for as long as they develop their project.

5. PhD students with an FCT scholarship are automatically integrated into CeiED on the date their scholarship is awarded. In the case of doctoral students with scholarships from other funding agencies, national or foreign, or from R&D projects, their integration will take effect as soon as their situation is communicated by the student, by the coordination of the doctoral programme, or by the Principal Investigator of the project.

6. PhD students enrolled in doctoral programs related to CeiED (Education and Sociomuseology) are submitted by the directors of the respective doctoral programs, and are admitted as members while developing their R&D project.

7. Researchers in training not mentioned in the previous number are indicated to the CeiED science management team by their supervisors, by the coordinators of the ReLeCo, or by the principal investigators of the R&D projects in which they participate.

8. Loss of the status of integrated researcher is incurred when individuals express their intention in a letter addressed to the Scientific Coordinator of CeiED or when, due to actions or omissions that justify it, the competent procedure is filed by the Scientific Coordinator, namely due to the absence of scientific production or other R&D activity referred to in Article 15, safeguarding the due guarantees of defence, a situation to be validated by deliberation of CeiED's Board of Directors.

9. The following also lose their membership of CeiED:

- a) The researchers identified in paragraph 2 at the end of their contract. Researchers covered by paragraph 2 may request to continue as integrated members in accordance with Article 15.
- b) Researchers in training upon completion of their thesis or dissertation.

## Article 5 Rights and Duties of Members

1. These are the rights of CeiED members:

- a) To benefit from the funding allocated to CeiED for the expenses inherent to the research activity, in accordance with the rules laid down by the competent

bodies, and after due authorisation from the Director, or from whoever has express delegation to do so.

- b) To participate in CeiED's bodies under the terms set forth in these Statutes;
- c) To use the available resources and support infrastructures made available by CeiED;
- d) To propose the purchase of material, software and equipment necessary to carrying out their research.
- e) To mention their capacity as CeiED researchers, in all and any situation that so requires or recommends.
- f) To be informed of deliberations that affect the operation and organisation of CeiED.
- g) To be included in one of the Research and Learning Communities (ReLeCo) or in any other CeiED structure.

2. The following are the duties of the CeiED members:

- a) To undertake research and development activities, in accordance with the action plans approved by CeiED.
- b) To indicate CeiED affiliation entity in all scientific publications or work carried out that result from their research activity as researchers of this Centre.
- c) To contribute to the pursuit of CeiED's goals, allocating a minimum of 20% of its total activity to research, in the case of integrated researchers.
- d) To exercise diligently the positions to which they are elected or appointed.
- e) To contribute to the visibility of CeiED, namely through publications of recognised prestige in their respective scientific field.
- f) To submit proposals for R&D projects to the Board of Directors, in particular those that may be funded by national or international agencies.
- g) To submit to the competent national and international bodies and send to the services of CeiED and the founding entity all documentation and information relevant to the implementation of projects.
- h) To report regularly on their scientific production.
- i) To respond diligently to the information and cooperation requests from any of CeiED's bodies, unless there are duly justified reasons for impediment.
- j) To attend the meetings of CeiED's bodies to which they have been called, unless there are duly justified reasons for impediment.
- k) To ensure the proper use of the resources made available to them, taking responsibility for their proper application;
- l) To contribute to consolidate the affirmation of CeiED as a centre of excellence and reference, recognised for its expertise, commitment and high standard of scientific rigour;
- m) To comply with the deontological and ethical rules imposed on the performance of research activities, taking CeiED's Code of Ethical Principles as reference.

## Article 6 Coordination and advisory bodies

CeiED has the following scientific coordination and advisory bodies:

- a) Scientific Council.
- b) Scientific Coordinator, who performs the functions of Director.
- c) Board of Directors.
- d) Executive Committee.
- e) External Advisory Board.
- f) Ethics Committee.

## Article 7 Composition and powers of the Scientific Council

1. The Scientific Council is constituted by all the integrated researchers of CeiED.
2. The Scientific Council is responsible for:
  - a) Electing the Scientific Coordinator, who performs the role of Director.
  - b) Approving, on the Scientific Coordinator's proposal, the constitution of the External Advisory Board.
  - c) Defining the eligibility criteria necessary for admission and maintenance of the status of integrated researcher.
  - d) Appraising the strategic guidelines submitted by CeiED's other coordination and advisory bodies.
  - e) Appraising all matters of a scientific nature submitted to it.
  - f) Approving the annual and pluriannual work plans.
  - g) Approving the annual and pluriannual activity reports.
  - h) Approving the annual budget, including the internal rules for funding.
  - i) Approving the creation of delegations.
  - j) Approving CeiED's Code of Ethical Principles and electing the members of CeiED's Ethics Committee.
  - k) Approving all the regulations necessary to the proper operation of CeiED.
  - l) Approving and revising CeiED's Statutes.

## Article 8 Scientific Coordinator / Director

1. The Scientific Coordinator is elected by the Scientific Council, from among its members, for a period of four years, which may be renewable.

2. The Scientific Coordinator is also the Director of the Centre.
3. The responsibilities of the Scientific Coordinator / Director include:
  - a) To ensure the scientific direction of the Centre.
  - b) To ensure the internal and external representation of CeiED.
  - c) To ensure the articulation of CeiED with the scientific and administrative bodies of Lusófona University and COFAC.
  - d) To coordinate the available resources at the centre's disposal with a view to ensuring the achievement of its goals.
  - e) To call and coordinate the meetings of the Scientific Council, the Board of Directors and the Executive Committee.
  - f) To call the meetings of the External Advisory Board.
  - g) To supervise CeiED's activities and financial resources.

## Article 9 Board of Directors

1. The Board of Directors must represent the diversity of the composition and activity of CeiED, and has the following composition:
  - a) Director / Scientific Coordinator.
  - b) Science Manager of CeiED.
  - c) Coordinator(s) of each of the constituted ReLeCo.
  - d) Coordinator of the constituted delegations.
  - e) Representative(s) of CeiED's doctoral programmes.
  - f) Representatives of CeiED's journals.
  - g) Coordinator(s) of the Observatory and of other structures responsible for promoting public and citizen science.
  - h) Executive Director of the Doctoral College.
  - i) Representative(s) of the hired researchers research assistants.
  - j) Representative of the researchers that do not integrate the teaching or research staff of CeiED's founding entity.
  - k) Representatives of the PhD students in Education and in Sociomuseology of Lusófona University.
  - l) Representative(s) of the Chair(s) constituted at Lusófona University in CeiED's scientific fields.
2. The Board of Directors has the following responsibilities:
  - a) The general management of CeiED.
  - b) The implementation of the general lines of research formulated by the Scientific Council.
  - d) The approval of the annual reports (Activities and Financial) and the Activity



Plan to submit to the Scientific Council.

- e) The admission of new members.
- f) The approval of the ReLeCo, under the terms of article 14.
- g) The definition of CeiED's internal monitoring tools.
- h) The appointment of the directors, editors and other members of the editorial team of CeiED's journals and publications, as well as the remaining members of the editorial staff.
- i) The appointment of the codirector of the Observatory of Education and Training Policies.

3. The Board shall be governed by specific norms that set the number of representatives of each category and the duration of their respective terms, as well as any restrictions to voting rights on certain matters, to be approved by the Scientific Council.

4. The Board shall meet at the call of the Director of at least one third of its members.

#### Article 10 Executive Committee

1. The Scientific Council elects an Executive Committee, at the proposal of the Director.

- a) The Executive Committee shall be made up of between 5 and 9 members.
- b) The duration of its term is, as a rule, 4 years, being annually adjusted according to the approved Activity Plan.
- c) The Executive Committee meets whenever necessary and, as a rule, every two weeks.

2. The Executive Committee is responsible for ensuring the regular operation of CeiED, thus:

- a) Ensuring the administrative and financial management.
- b) Preparing the proposals for the activity plan and budget.
- c) Preparing all other proposals related to the powers of the Scientific Council and Board of Directors, and which depend on their respective approval by these bodies.
- d) Approving the presentation of R&D projects to be submitted to national and international funding agencies.
- e) Submitting R&D projects to Lusófona University.
- f) Supporting the dissemination and appreciation of research results.
- g) Supporting the implementation of the lines defined in the strategic plan.
- h) Assess the achievement of the goals set in accordance with the strategic

plan.

## Article 11 Composition and powers of the External Advisory Board

1. The External Advisory Board is made up of personalities of recognized national and international scientific merit, within the scope of the areas of knowledge covered by CeiED. Its composition is approved by the Scientific Council, at the proposal of the Scientific Coordinator.
2. The responsibilities of the External Advisory Board are:
  - a) To analyse CeiED's operation.
  - b) To issue expert opinion on activity plans and reports.
  - c) To evaluate CeiED's scientific production.
  - d) To advise on everything requested of it by CeiED's coordination bodies.

## Article 12 Definition, composition and powers of the Ethics Committee

1. The Ethics Committee is a collegial, independent body that aims to promote compliance with and respect for standards of integrity, honesty and ethical quality in the activity of CeiED and its members.
2. The Ethics Committee is composed of an odd number of members, at least three, approved by the Scientific Council at the proposal of CeiED's Director.
3. The Ethics Committee is responsible for analysing issues that raise ethics problems within the scope of the actions, responsibilities and relations, both internal and external, of CeiED, as well as of its members, namely when they concern teaching, research, management, public science activities or other academic activities that may be of general interest to CeiED.
4. The field of competence of the Ethics Committee comprehends the research projects carried out in the fields of Education, Heritage, Human Development and Museology.
5. In the exercise of its powers, the Ethics Committee shall foster respect for human dignity and integrity, and for the ethics of using animals in research, and shall pay particular attention to professional deontological codes, as well as international statements and guidelines on ethics.

6. In the exercise of its powers, the Ethics Committee shall foster respect for human dignity and integrity, and for the ethics of using animals in research, and shall pay particular attention to professional deontological codes, as well as international statements and guidelines on ethics.

6. The Code of Ethical Principles and the composition of the Ethics Committee are published on CeIED's website.

### Article 13 Meetings

1. The Scientific Council meets ordinarily once a semester or, extraordinarily, when convened by the Scientific Coordinator or by one third of its members.

2. The External Advisory Board meets ordinarily once a year and extraordinarily when convened by the Scientific Coordinator.

3. The Board of Directors meets ordinarily four times a year, or when convened by the Scientific Coordinator or by one third of its members.

4. The call for meetings is the responsibility of the Scientific Coordinator, and must be sent at least three working days in advance and include the proposed agenda.

5. Decisions of the collegial bodies shall be taken by simple majority, except in the following cases, which require a qualified majority of two-thirds of the members in office:

- a) Removal of the Scientific Coordinator;
- b) Amendments and additions to these Statutes.

### Article 14 Research and Learning Communities

1. CeIED is organized into Research and Learning Communities (ReLeCo).

2. The ReLeCo are organized around areas of expertise and research interests, emphasising such activities as R&D, scientific publishing and support to researchers in training.

3. These communities, as well as their coordinators, are submitted to the appreciation of the Board of Directors by clearly stating their focus, goals and

thematic areas of intervention.

4. The ReLeCo include researchers and students who meet regularly to discuss and present research work and to organize and promote scientific initiatives.

5. Each ReLeCo includes a work programme (publications, initiatives, R&D projects) and a mentoring programme, enabling young researchers to be supported in their master's and doctoral projects, and in their career development.

### Article 15

#### Minimum requirements for scientific production and Research and Development activities

1. CeiED's integrated researchers must comply with the minimum numbers of scientific production and R&D activities laid down in Annex I, set by the Scientific Council.

2. The numbers identified in the previous paragraph are reviewed whenever the Scientific Council deems it relevant.

3. The verification of the eligibility conditions of CeiED's members is done:

- a) at the time of the application for admission;
- b) in the years in which the calls of FCT's multi-annual funding programme to which CeiED applies take place;
- c) at the end of the calendar year every 4 years.

4. Integrated researchers who, within the 4-year period, or within another period defined by FCT for the external evaluation of the centres, do not comply with the minimum requirements for scientific production and R&D activities will become, if they so wish, collaborators, and may resume the status of integrated members as soon as they submit to the Scientific Coordinator evidence of compliance with the established criteria.

### Article 16

#### Support to Scientific Activity

1. CeiED's financial resources come from:

- a) Grants from the Foundation for Science and Technology;
- b) Grants from CeiED's Host Institution or others to which the integrated

researchers belong;

- c) Funding obtained from other public or private entities, both national or foreign;
- d) Revenues from research projects;
- e) Revenues from training and provision of services to the community;
- f) Revenues from CeiED's editorial activity and from scientific initiatives of which CeiED is organizer or co-organizer.

2. The financial resources will be spent in accordance with CeiED's or the funding entity's annual budget; in any case, the provisions defined by law, as well as the regulatory norms of the founding entity (COFAC) shall apply.

3. The management of the funds available to CeiED shall be carried out according to criteria of effectiveness and of quality of scientific production, evaluated by objective criteria, in order to stimulate the research activity.

4. The request must be made to the Science Management team, which will approve it in advance in such cases where the expenditure has been duly budgeted. In cases where there is doubt, or where the assigned ceilings are exceeded, the Science Manager submits it to the Executive Committee for decision.

5. When granting funding, the fulfilment of the duties inherent to the members of CeiED referred to in paragraph 1 of article 5 shall also be taken into account.

6. The Executive Committee shall issue a notice on the request made. In case of disagreement with the notice, the researcher may appeal the decision to the Board of Directors.

7. Expenses that can be funded are considered to be those that fall within the priorities of CeiED's Activity Plan, and which will be subject to a specific regulation to be approved by the Scientific Council.

## Article 17 Amendments to the Statutes

Proposals to amend these Statutes shall be drafted by the Scientific Coordinator, by the Board of Directors or by at least two-thirds of the members of the Scientific Council in full exercise of their functions, and submitted to the appreciation and vote of CeiED's Scientific Council, as provided for in item l) of paragraph 2 of Article 7.

Article 18  
Silent cases

All cases not covered in these Statutes are the competence of the Scientific Council, except when there is express delegation to another body of CeiED.

Article 19  
Entry into force

These Statutes shall enter into force on the working day following the completion of the legal formalities of its approval, including communication to FCT, to the host institution and to its founding entity.

Lisbon, 9 January 2024.

## ANNEX I Eligibility Indicators

### List of Indicators

#### A - Advanced Training

- Examinations/ Aggregation Jury
- PhD Supervision
- Post-Doc Supervision
- Post-Doc
- PhD Jury

#### B - Scientific Initiation of Young Students

- Master Supervision
- Internship Supervision

#### C – Scientific Production

- Publication in indexed national journal
- Publication in indexed international journal
- Book
- Book chapter
- Edition/ Coordination of Book/ thematic issue of journal
- Publication in refereed proceedings
- Other Publications
- Participation in National Conference
- Participation in International Conference

## D - Projects

- Principal Investigator, participating member or local coordinator in research project funded by national or international agencies
- Principal Investigator, participating member or local coordinator in funded research studies
- Principal Investigator of research projects submitted to national or international agencies, but not funded
- Science Management Activities

## E - Dissemination

- Organization of scientific event
- Member of the Scientific Committee of a scientific event

Minimum numbers of scientific production and Research and Development activities for 4 years

### 1. PhD-holding Integrated Researchers for less than 5 years

- a) at least 5 from group C, of which at least two in WoS- and/or Scopus-indexed journal.
- b) at least 2 from group D
- c) at least 2 from group E

### 2. PhD-holding Integrated Researchers for more than 5 years

- a) at least 8 from group C, of which at least two in WoS- and/or Scopus-indexed journal.
- b) at least 4 from group D
- c) at least 4 from group E



