

NOVA INSTITUTE OF PHILOSOPHY (IFILNOVA)

NOVA-FCSH

BYLAWS

Chapter I

Definition, objectives, and guiding principles

Article 1.

Nova Institute of Philosophy, abbreviated as IFILNOVA, is a scientific research unit of the School of Social Sciences and Humanities of NOVA University (“*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*” - “NOVA-FCSH”).

Article 2.

IFILNOVA’s objectives are:

- a) to carry out research on philosophical problems, either in the main areas of philosophical tradition, as well as in the identification and deepening of new themes and methodologies, being receptive of other scientific areas and, as much as possible, with an interdisciplinary perspective.
- b) to contribute, as a hosting research unit, for the training of researchers;
- c) to provide services to the community within the respective areas of competence;
- d) to internationalize its activity by collaborating and establishing diverse partnerships with foreign individuals and institutions;
- e) to disseminate the results of its activities, favoring open access as much as possible;
- f) to cooperate with other research units or departments of NOVA FCSH or of other public or private institutions in order to achieve any of its objectives;
- g) to contribute for the formulation and implementation of NOVA FCSH's annual plan of activities;
- h) to contribute for the excellence of the higher education learning levels at NOVA FCSH.

Article 3.

IFILNOVA’s facilities are located at NOVA FCSH.

Article 4.

IFILNOVA’s resources originate from funding it may eventually obtain from granted by public and private, national or foreign entities, as well as from the

proceeds of the organization of colloquia, conferences, training activities, and other provisions of services in connection with its activity.

Article 5.

IFILNOVA actively promotes a policy of equal access and non-discrimination on the grounds of, namely, gender, ancestry, age, sexual orientation, nationality, marital status, family situation, economic situation, education, genetic heritage, reduced work capacity, ethnic or racial origin, religion, political or ideological beliefs and trade union membership.

Chapter II Researchers

Article 6.

All carrying out research activities at IFILNOVA are deemed members, if approved under article 13.3(e).

Article 7.

1. IFILNOVA comprises the following member categories:
 - a) Integrated researchers;
 - b) Collaborator researchers;
2. Integrated researchers are all doctorate members of IFILNOVA.
3. Collaborator researchers are:
 - a) all non-doctorate members that are enrolled in one of the higher education's cycles of studies and participate in one of IFILNOVA's projects or are thereat carrying out their research activities, and whose member status is established under the terms of article 13.3(e).
 - b) doctorate researchers that are affiliated to other institutions and collaborating in projects or other type of research activities developed (or under) IFILNOVA, whose membership status is approved under the terms of article 13.3(e).
4. Regarding members that are collaborators hosted as bachelor, master or doctorate students, their status of collaborating member of IFILNOVA shall cease as soon as their bachelor, master or doctorate degrees are concluded, without prejudice to the possibility of being proposed and acknowledged again, either as collaborator or integrated members.
5. IFILNOVA hosts visiting researchers and fellows that temporarily carry out research projects or specific missions.

Article 8.

1. Integrated researchers enjoy the following rights:

- a) to be a full member of the Researchers' Assembly;
 - b) to use any type of equipment available at IFILNOVA, including its bibliographic resources.
 - c) to propose initiatives aligned with IFILNOVA's objectives;
 - d) to receive financial support adequate for the pursuit of their research activities, in conditions of parity with other researchers;
 - e) to propose bibliography necessary for research to be acquired;
 - f) to vote for the election of the coordinator of their laboratory.
 - g) to vote for the election of a member of the Scientific Council.
2. Collaborator researchers enjoy the following rights:
- a) to request the use of any type of equipment available at IFILNOVA, including its bibliographic resources.
 - b) to propose initiatives aligned with IFILNOVA's objectives;
 - c) to request financial and scientific support to carry out activities required for their investigation projects;
 - d) to propose bibliography necessary for research to be acquired.

Article 9.

1. Integrated researchers are bound by the following duties:
 - a) to carry out their research activities in compliance with the rules and principles established by law and in Nova University of Lisbon ("Universidade Nova de Lisboa" - UNL), NOVAFCSH, and IFILNOVA respective bylaws.
 - b) to act in accordance with international good practices of scientific research;
 - c) to be allocated to one of IFILNOVA's laboratories and to participate in the respective research activities;
 - d) to ensure a regular presence at IFILNOVA's facilities;
 - e) to carry out the tasks that may eventually be assigned to them within the scope of their responsibilities;
 - f) to comply with a minimum regarding the constant output indicators of IFILNOVA's annual plan of activities;
 - g) to support collaborator researchers that are enrolled in one of the higher education's cycles of studies and that may require tutorial assistance;
2. Failure to comply with the duties referred to in the previous number implies transitioning to the status of collaborating member or, *in extremis*, the termination of IFILNOVA membership. The proposal and approval of such modifications shall be carried out under article 13.7(c).

Chapter III **Organic structure**

Article 10.

The following are IFILNOVA's bodies:

- a) the Director;
- b) the Executive Commission;
- c) the Scientific Council;
- d) the Researchers' Assembly;

Article 11.

1. The Director is the body of direction, management, and administration of IFILNOVA.
2. Any integrated member with an active contractual relationship with NOVA FCSH is eligible as Director.
3. The Director is elected by the Researchers' Assembly, by secret ballot, for a term of three years, renewable twice.
4. It is incumbent upon the Director:
 - a) to appoint a Subdirector to assist with the preparation of IFILNOVA's plan of activities and budget and to substitute the Director in case of unavailability;
 - b) to represent IFILNOVA before the governing bodies of NOVA FCSH, of UNL, and before other public or private institutions, namely before national and international higher education and science funding institutions.
 - c) to prepare the plan of activities and annual budget, taking into account a principle of equity that offers each of IFILNOVA's integrated members the best hosting conditions possible and to each research laboratory the adequate means to carry out the respective scientific purposes, considering their size and objectives.
 - d) to coordinate the thematic line of IFILNOVA;
 - e) to propose a strategic multi-annual plan to the Scientific Council;
 - f) to appoint one of the members of the Scientific Council;
 - g) to chair the Scientific Council;
 - h) to define and distribute responsibilities deemed necessary to the proper functioning of IFILNOVA, after hearing the Scientific Council;
 - i) to direct the Scientific Management Office;
 - j) to provide the conditions required for the implementation of the communication strategy applicable to IFILNOVA's scientific activities, as established by the Scientific Council;

- k) to respond to and evaluate applications, requests and proposals from IFILNOVA's collaborating members, within the conditions and limits established by the Scientific Council and the budgetary framework in force;
 - l) to convene the meetings of the Researchers' Assembly, either by its own initiative or by that of the Scientific Council;
 - m) to convene the meetings of the Executive Commission and of the Scientific Council, and to chair such meetings;
 - n) to decide on any matter deemed necessary for the proper functioning of IFILNOVA.
5. Willful and gross non-compliance with the duties referred to in the previous number constitutes just cause for dismissal of the Director, under the terms of article 14.2(b).

Article 12.

1. The Executive Commission is the management and administration body of IFILNOVA, assisting the Director.
2. The Executive Commission's members are:
 - a) the Director;
 - b) the Subdirector;
 - c) the coordinators of IFILNOVA's research laboratories.
3. It is incumbent upon the Executive Commission:
 - a) to implement the annual budget;
 - b) to monitor a register the activities of the coordinators of IFILNOVA's research laboratories
 - c) to approve IFILNOVA's hosting of research projects submitted for external funding;
 - d) to communicate the status of budget execution and actual and projected means for the implementation of IFILNOVA's strategic project, periodically, to integrated members.
4. The Executive Commission shall meet:
 - a) every three years into the budget execution period; and
 - b) at all times the Director may wish to.
5. The Executive Commission's resolutions are approved by a simple majority of the votes of the members that are present at the meeting. In the event of a tie, the Director has a casting vote.

Article 13.

1. The Scientific Council is the science management body of IFILNOVA.
2. The Scientific Council's members are:

- a) the Director;
 - b) the Subdirector;
 - c) an integrated member appointed by the Director;
 - d) the coordinators of IFILNOVA's research laboratories;
 - e) a researcher elected by each of IFILNOVA's research laboratories.
3. It is incumbent upon the Scientific Council:
- a) to discuss and establish a thematic line and development strategies for IFILNOVA;
 - b) to approve the strategic multi-annual plan proposed by the Director;
 - c) to issue an opinion on the annual budget prepared by the Director;
 - d) to outline and incorporate IFILNOVA's research laboratories and respective research groups, as well as to evaluate the respective work programs proposed by the coordinators;
 - e) to approve the admission of new members to IFILNOVA, upon the research laboratories' coordinators' proposals;
 - f) to decide on the termination of membership or on the transition from the status of integrated to collaborating member of IFILNOVA;
 - g) to prepare external evaluation processes to which IFILNOVA may be subject to;
 - h) to convene meetings of IFILNOVA's research laboratories for the purpose of electing the respective coordinators;
 - i) to organize an annual gathering of all integrated members to reflect on and discuss IFILNOVA's thematic line, and to promote the publication of its results;
 - j) to outline the communication strategy applicable to the scientific activities of IFILNOVA;
 - k) to dismiss the coordinators of IFILNOVA's research laboratories, on its own initiative or under the Director's proposal.
 - l) define the recruitment needs for the Scientific Management Office, as proposed by the Director.
4. The Scientific Council shall meet twice a year, by the Director's convenance. It may as well be convened at any time on the initiative of the Director or of 2/3 of its members.
5. The Scientific Council shall initiate the session at the scheduled time if more than half of its members are present and, half an hour later, on second call, with any number of members.
6. All the Scientific Council's resolutions are approved by a simple majority of the casted votes. The minutes shall expressly mention how each member voted. In the event of a tie, the Director has a casting vote.
7. The decision mentioned in number 3(f) of this article shall only be binding upon approval by 2/3 of the members that are present at the meeting, and is dependent

upon:

- a) an express request of the outgoing researcher, addressing the Director or the Scientific Council, manifesting its will; or
- b) proof that the outgoing researcher stopped carrying out research activities at (or under) IFILNOVA; or
- c) willful non-compliance, by said researcher of the generality of the duties laid-out in article 9. of these Bylaws or of the duty laid-out on article 9.1(f). This decision is subject to:
 - c.1) a written opinion issued by the Director or, at least, by two members of the Scientific Council, detailing the facts that confirm non-compliance; and
 - c.2) a previous communication to the integrated researcher on the contents of the opinion referred to in subparagraph c.1), allowing the researcher to comment, within a maximum period of 15 days, on the non-compliance that is being attributed. The Scientific Council shall not decide for the removal of the integrated member if the statements provided include reasonable justification;
- d) the approval by the direction of NOVA FCSH, whenever referring to career professors or doctorate researchers of UNL, as well as to researchers with a valid and active employment relationship with NOVA FCSH.

Article 14.

1. The Researchers' Assembly comprises all of IFILNOVA's integrated members, being chaired by the Director.
2. It is incumbent upon the Researchers' Assembly:
 - a) to elect IFILNOVA's Director;
 - b) to dismiss the Director by the mere application of article 11.5 of these Bylaws, and by 2/3 of the votes casted by all of IFILNOVA's integrated members;
 - c) to resolve on the amendment of these Bylaws, under the Director's proposal or that of, at least, a third of the integrated researchers;
 - d) to issue opinions on the program of activities and thematic line of IFILNOVA.
3. Unless otherwise expressly stated, the resolutions of the Researchers' Assembly are approved by a simple majority of the votes of the members that are present at the meeting. In the event of a tie, the Director has a casting vote.
4. The Researchers' Assembly shall initiate the session at the scheduled time if more than half of its members are present and, half an hour later, on second call, with any number of members.
5. Amendments to the Bylaws undertaken by the Researchers' Assembly under 2(c) of this article shall only occur following three years as of the date of their previous revision.

Chapter IV

Research and Communication Structures

Article 15.

1. For the purpose of carrying out management activities, IFILNOVA has a Scientific Management Office, comprised by one or more science managers.
2. It is incumbent upon the Scientific Management Office to advise the Director in all its tasks and attributions, namely:
 - a) to monitor national R&D policies and programs and to contribute for IFILNOVA's strategic and innovation planning;
 - b) to implement necessary actions for an adequate management of strategic multi-annual projects, ensuring that good practices are followed in the management of human and financial resources;
 - c) to prepare and periodically present to the Director reports to support decision-making;
 - d) to prepare internal communications' plans;
 - e) to provide for the management of information systems, and systems for indexing and curating scientific data;
 - f) to support the organization of scientific events and activities for the transfer o knowledge;
 - g) to manage IFILNOVA's logistic resources, including its equipment, libraries and spaces;
 - h) to manage IFILNOVA's website, as well as its e-mail;
 - i) to take part in the IFILNOVA's Executive Commission's and in the Scientific Council's meetings, in order to provide advice;
 - j) to take part in other meetings, either internal or external to IFILNOVA, for which it is mandated by the Director.

Article 16.

1. In pursuit of its scientific activity, IFILNOVA is structured in scientific research laboratories.
2. For the purpose of creating a research laboratory, the following criteria shall be taken into account: the relevance of the disciplinary area addressed; the existence of accumulated critical mass at IFILNOVA; the adequacy of the disciplinary area to IFILNOVA's thematic line; the strategic potential of the disciplinary area, namely regarding internationalization, human resources' training or the provision of services to the community.
3. Each laboratory may organize itself into research groups, which shall present their research programs to the coordinators of the respective laboratory to be approved by the Scientific Council.
4. Each laboratory shall be coordinated by an integrated researcher, elected by the

integrated researchers of the respective laboratory by a simple majority of the votes of the members that are present at the meeting convened for that purpose by the Scientific Council.

5. The coordinators of the laboratories are elected during the calendar year in which the election of the Director has occurred and their mandate shall not exceed a term of three years, renewable twice.
6. It is incumbent upon the coordinators of the laboratories:
 - a) to represent the laboratories before the Executive Commission and in the Scientific Council;
 - b) to organize and direct the joint activities of the corresponding laboratory, namely preparing plans of activities, as well as the scientific and financial reports that may be required;
 - c) to ensure the activities of the corresponding laboratory complies with IFILNOVA's strategic project;
 - d) to encourage members of the laboratory to develop joint activities in the laboratory's specific research area;
 - e) monitor the tasks of the different research groups existing in the laboratory and issue opinions on their programs;
 - f) to make proposals to the Director on each year's budgetary needs;
 - g) to adapt items of the annual budget to the needs of the laboratory, under the direction of the Executive Commission.

Article 17.

1. The acceptance, by IFILNOVA, of applications to national and international tenders by non-integrated doctorate researchers depends on the express approval of the Executive Commission.
2. The Executive Commission can only issue the approval of any application once the following conditions are cumulatively met:
 - a) a written hosting request is submitted, in English or Portuguese language, in a text not exceeding 1000 words, including a summary of the research project and a justification for the inclusion of the work program in one of IFILNOVA's lines of research;
 - b) an in-person or online interview is conducted by the coordinator of the laboratory in which the proposed application is to be integrated;
 - c) express and substantiated recommendation is issued by the coordinator of the laboratory in which the proposed application is to be integrated and, at least, another integrated member of IFILNOVA.
3. All the conditions set out in the previous number shall be met up to 10 days before the deadline for receiving applications for the respective tender.

Article 18.

1. IFILNOVA shall disclose its activities through its website and other electronic

platforms or publications.

2. All minutes of meetings of IFILNOVA's collegiate bodies shall be made available to integrated members.

Chapter V

Final and transitional provisions

Article 19.

1. These Bylaws become in force subject to the approval of NOVA FCSH's Director
2. These Bylaws shall enter into force on 1 March 2022.
3. Any research laboratory of IFILNOVA already existing at the time of approval of these Bylaws shall remain unaltered until the first meeting of the Scientific Council.
4. The first meeting of the Scientific Council shall include integrated members from the outgoing Scientific Commission. Included in the agenda of the meeting shall be the implementation of IFILNOVA's laboratories and the convening of meetings for the purpose of electing the respective coordinators and the members of the Scientific Council.