

# **Internal Regulations of the Research Unit**

## **IEETA – Instituto de Engenharia Electrónica e Telemática de Aveiro Institute of Electronics and Telematics Engineering of Aveiro**

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### **Article 1 Nature**

1. The Institute of Electronics and Telematics Engineering of Aveiro (IEETA) is a Research Unit (RU) accredited by the Portuguese Foundation for Science and Technology (FCT) of the Ministry of Science, Technology and Higher Education.
2. The University of Aveiro is the host institution of the RU-IEETA, providing the facilities, the infra-structures and the collaboration of administrative and technical staff that are required for conducting the activities of the RU, according to the Article 2 of the Regulations of the Pluriannual Financing Program of the R&D Units.

### **Article 2 Mission and Objectives**

1. The mission of the RU-IEETA is the creation, transmission and transfer of knowledge in the area of electrical engineering and informatics, with a focus on two main multidisciplinary areas: health sciences and robotics.
2. The main objectives of the RU-IEETA are:
  - To promote a high quality scientific culture.
  - To contribute to the advance training of PhD and Masters students.
  - To attract researchers, aiming at strengthening and/or creating strategic research areas.
  - To participate in national and international projects involving high quality research and development.
  - To promote the collaboration with other national and international research groups, aiming at increasing the critical mass and creating synergies.
  - To publish the results of the research in international journals and conferences of recognized quality.
  - To disseminate the research and development results to the society.
  - To identify research and development results that are able to be protected by intellectual property rights.
  - To collaborate with regional, national and international entities seeking for knowledge transfer.

### **Article 3 Organization**

1. The RU-IEETA is organized in Laboratories (Lab) and in Transverse Activities (TA).
2. Each Lab/TA is coordinated by one of its members holding a PhD degree, the Principal Investigator of the Lab/TA.
3. The main mission of the Laboratories is to promote fundamental research in the areas of

- expertise of the RU.
4. The Transverse Activities aggregate researchers from several Laboratories, corresponding typically to multidisciplinary areas of application.
  5. Each researcher can only belong to a single Laboratory. However, he/she can belong to several Transverse Activities.

#### **Article 4 Members**

1. The RU-IEETA has:
  - Affiliated members holding a PhD degree.
  - Other affiliated members.
  - Collaborators.
2. The admission of a member to the RU depends on a decision of the Coordination Board, based on the request issued by the candidate, or by a proposal of the Principal Investigator of the Lab/TA involved, if he/she does not hold a PhD degree.
3. A member may be excluded from the RU after his/her request, or by decision of the Coordination Board after justified proposal of the Principal Investigator of the Lab/TA where he/she is associated.
4. All members of the RU have the duty to follow the rules established by the present Internal Regulations, by those established in other future regulations that might be approved, as well as to follow the orientations of the Principal Investigator of the Lab/AT and of the Scientific Coordinator of the RU, namely:
  - To provide complete information for the evaluation reports.
  - To show the appropriate affiliation in all activities resulting from his/her status of being a member of the RU.
  - To ask for authorization from the Principal Investigator(s) of the Lab/TA to which belongs, whenever he/she desires to participate in projects where the RU-IEETA is not proponent nor participant.

#### **Article 5 Organs**

1. The organs of the RU-IEETA are:
  - The Scientific Council.
  - The Coordination Board.
  - The Scientific Coordinator.
  - The Scientific Vice-Coordinator.
  - The Principal Investigators of the Laboratories and Transverse Activities.

#### **Article 6 Scientific Council**

1. The Scientific Council is composed of all affiliated members of the RU holding a PhD degree and is chaired by the Scientific Coordinator.
2. The meetings of the Scientific Council are called by the Scientific Coordinator:
  - Whenever he/she considers necessary.
  - At request of at least one fourth of the number of members of the Scientific Council.

3. The Scientific Council is responsible for:
  - Approving the plans, reports and budgets of the RU.
  - The deliberation regarding the creation, restructuring and extinction of Laboratories and Transverse Activities.
  - The election and dismissal of the Scientific Coordinator.
  - After proposal by the Coordination Board, to approve the present Internal Regulations and future changes to it, as well as other complementary regulations that might be considered necessary.
4. At the request of at least one fourth of the participants, voting will be secret.

### **Article 7 Coordination Board**

1. The Coordination Board of the RU is composed by the:
  - Scientific Coordinator.
  - Scientific Vice-Coordinator.
  - Principal Investigators of the Laboratories and Transverse Activities.
2. The Coordination Board of the RU is responsible for:
  - Preparing the annual report, plan of activities in the context of the Pluriannual Financing Program and budget of the RU according to the expected level of financing and to the funds actually transferred by the FCT.
  - Approving the model for assigning funds of the Pluriannual Financing Program to the Laboratories and Transverse Activities.
  - Deliberating about the acquisition of goods and services of general use to the RU.
  - Deciding the admission and exclusion of members, as well as of changing the status from member collaborator to affiliated member.
  - Approving the composition of the External Advisory Board.

### **Article 8 Scientific Coordinator**

1. The Scientific Coordinator of the RU is elected, by secret vote, by the Scientific Council, from among its members, for a three year period.
2. The Scientific Coordinator is responsible for the scientific leadership and management of the RU, according to the rules dictated by the FCT, namely:
  - To coordinate the resources of the RU in order to achieve the fulfillment of its objectives.
  - To represent or to delegate the representation of the RU.
  - To authorize expenses of the RU.
  - To propose to the Coordination Board the model for distribution of the funds assigned to the RU.
  - To chair and call with a minimum of notice of 48h, with the exception of situation of extraordinary nature, the meetings of the Coordination Board and of the Scientific Council.
3. The Scientific Coordinator is supported by the Scientific Vice-Coordinator, to whom may delegate some of his/her duties.

**Article 9**  
**Scientific Vice-Coordinator**

1. The Scientific Vice-Coordinator is appointed by the Scientific Coordinator, from among the affiliated members of the RU holding a PhD degree, until substitution by the Scientific Coordinator or until the substitution of the Scientific Coordinator.
2. The Scientific Vice-Coordinator provides support to the Scientific Coordinator.

**Article 10**  
**Principal Investigators of the Laboratories and Transverse Activities**

1. The affiliated members of each Lab/TA holding a PhD degree elect the Principal Investigator, from among them, for a three year period.
2. The Principal Investigator of the Lab/TA is responsible for:
  - The production of the report and plan of activities of the Lab/TA.
  - Representing or to delegate the representation of the Lab/TA whenever necessary and for ensuring that the management of the budget of the Lab/TA is performed according to the principles adopted by the Coordination Board.
  - Keeping the Scientific Coordinator informed of the activities of the Lab/TA.
  - Ensuring that the web site of the RU contains updated and relevant information regarding the Lab/TA.
3. The Principal Investigator of the Lab/TA shall meet on a regular basis with the members of the Lab/TA, in order to promote the cohesion of the research group and also for providing information regarding the management of the funds assigned to the Lab/TA.
4. The Principal Investigator of a Lab/TA can be dismissed by the Scientific Council of the RU, by proposal of the Scientific Coordinator, and after consulting the affiliated members of the Lab/TA holding a PhD degree.

**Article 11**  
**External Advisory Board**

1. The External Advisory Board is appointed by the Coordination Board. It is composed by at most five renowned individualities of the scientific community covering the areas of the RU, and should include researchers from foreign institutions.
2. The External Advisory Board should analyze the performance of the RU, issuing comments regarding the work plans and reports of the RU, as well as to visit the RU whenever they consider that necessary.

**Article 12**  
**Omissions**

1. Any omissions or doubts of interpretation will be solved by deliberation of the Scientific Council, under proposal of the Scientific Coordinator.