

# **ID+ Institute for Research in Design, Media, and Culture**

## **Regulations**

### **Article 1: Nature**

1. The Institute for Research in Design, Media, and Culture, hereafter referred to as ID+, is a Research Unit dedicated to multidisciplinary research. It is composed of a network of hubs based at higher education or research institutions.
2. The organization, operation, and objectives of ID+ are governed by legislation regulating the legal framework for institutions dedicated to scientific research and development, as approved by Decree-Law No. 63/2019, dated May 16, and by relevant regulations applicable to organizations engaged in scientific research, whether under the Foundation for Science and Technology or issued by the host institutions of this Institute.
3. ID+ researchers conduct their work organized in groups formed based on the definition of Research and Development areas deemed relevant at any given time to fulfill the Institute's mission, as well as the existence of the necessary conditions to achieve proposed goals.

### **Article 2: Mission**

1. ID+ aims to establish and legitimize research in Design and other creative and cultural practices and sectors developed in Portugal and within international cooperation networks, aligning with the national and international scientific community.
2. ID+ seeks to contribute to the production, transfer, appropriation, and communication of scientific and disciplinary knowledge in social, cultural, and economic contexts through networks operating at local, regional, national, and international levels.
3. ID+ strives to examine and interpret heritage and contemporaneity from cultural and media perspectives, contributing, through its areas of expertise, to the empowerment and pedagogy of various social, cultural, and economic agents, as well as enhancing material culture.

### **Article 3: Objectives**

1. ID+ pursues research and creative work in Design and other creative areas of Art and Culture, in conjunction with other scientific fields, intersecting with media, industry, and society, guided by the following strategic directions:
  - a. actively engaging in the production, application, and dissemination of knowledge, enhancing the cultural mediation role of Design while fostering the social inquiry and poetic innovation enabled by Art;
  - b. demonstrating the foundational importance of Design and Art in defining and implementing multidisciplinary scenarios for sustainable growth where quality of life is a premise for prosperity;

c. validating Design and Art as ethical agents of an engaged, critical, and participatory citizenship, fostering their appropriation and applicability at social, cultural, and economic levels;

d. scrutinizing the contemporaneity of cultural heritage in its dynamic relationship with new technological and media paradigms.

2. The achievement of ID+ objectives is based on:

a. the production of scientific and creative work of excellence in Design and other creative areas of Art and Culture deemed strategic by ID+ governing bodies;

b. the publication and dissemination of creative and research results nationally and internationally;

c. promoting advanced higher education (master's, doctoral, and postdoctoral studies) in its scientific fields, in articulation with other scientific areas;

d. encouraging cooperation with other units, research centers, or international, national, and regional entities, through:

i. exchange of ideas and research results between Portuguese and foreign researchers, particularly within the Lusophone space, by organizing congresses, forums, seminars, workshops, and national and international meetings;

i.i. contribution to the development of scientific societies, research networks, and projects, as well as national and international postgraduate programs;

i.i.i. stimulating the mobility of faculty, researchers, and postgraduate students among universities collaborating with the Institute;

e. legitimization of Design and research outcomes among companies, institutions, and the general public, through services, consultancy, and cultural dissemination;

f. securing funding sources to pursue its activities, notably by submitting research projects to specific national and international programs.

#### **Article 4: Members of ID+**

1. ID+ is composed of integrated members and non-integrated members, the latter referred to as collaborators, according to rules established by the Foundation for Science and Technology.

2. Integrated members are faculty and researchers holding a doctoral degree or habilitation, with employment or affiliation to the institutions hosting ID+ hubs or other Portuguese institutions, who dedicate at least 20% of their working time to research activities at ID+, and are not affiliated with other Portuguese research units.

3. Collaborating members include:

a.doctoral researchers: Faculty and researchers with doctoral degrees affiliated with other Portuguese research units or not meeting the full requirements outlined above;

b.doctoral candidates: Doctoral students supervised by an integrated doctoral researcher and enrolled at an ID+ hub;

c.master's candidates: Postgraduate students supervised by an integrated doctoral researcher, enrolled at an ID+ hub, whose research aligns with an ongoing ID+ project;

e.other collaborators: Individuals with relevant profiles for advancing the Institute's mission.

4.The title of Honorary Member may be conferred on individuals of recognized merit, upon a proposal signed by five integrated members or the Board of Directors and approved by the Scientific Council of ID+.

5.The ID+ may also host visiting researchers to temporarily develop research projects or specific missions, subject to prior acceptance by the Directorate.

6.The status of integrated member of ID+ must be endorsed by two integrated members or by the Directorate and approved by the latter, after consultation with the Scientific Council.

7.The status of collaborating member of ID+ is granted by the Group Coordinations and communicated to the Directorate with appropriate justification.

8.Upon proposal by the Directorate and by decision of the Scientific Council, safeguarding due defense guarantees in justified cases, a person ceases to be a member of ID+ if they:

- a. express such a wish via an email addressed to the Directorate;
- b. fail to fulfill the duties stipulated in Article 5 of these Regulations.

#### **Article 5: Duties and Rights of ID+ Members**

1.Duties of Integrated Members of ID+:

a.conduct research, development, artistic creation, or design activities in accordance with the ID+ approved activity plan, meeting at least the requirements set forth in Appendix I.

b.provide the Directorate with information about their activities and projects within set deadlines and furnish other information requested by ID+ bodies.

c.communicate relevant documents and information to national and international competent bodies and to the hosting institutions' services where the hubs are based, for project execution or other relevant matters.

d.disseminate research results, particularly through the publication of books, book chapters, articles in scientific journals, conference proceedings, and participation in conferences, exhibitions, or other forms of cultural and artistic production dissemination, meeting at least the requirements set forth in Appendix I.

e. organize and participate in scientific events and activities promoting scientific, cultural, and artistic culture within the scope of ID+ activities.

f. protect intellectual property rights resulting from their research.

g. identify the ID+ research unit, the organizational unit, and the institution to which they belong in all scientific publications or research works.

h. attend meetings convened within the scope of ID+ activities.

i. adhere to the ethical and deontological standards defined by Portuguese law and regulations of the hosting institutions of ID+ hubs.

## 2. Rights of Integrated Members of ID+:

a. benefit from funding allocated to ID+ for research activity expenses, subject to the established rules and prior approval from the Directorate.

b. participate in ID+ bodies as per the provisions of this Regulation.

c. be informed about procedures and decisions affecting the functioning and organization of ID+.

d. propose the acquisition of materials and equipment necessary for their research.

3. Collaborators' duties align with those listed in item 1, except for meeting the minimum requirements in Appendix I.

## 4. Rights of ID+ Collaborators:

a. access and utilize facilities and resources provided by ID+.

b. benefit from funding allocated to ID+ for research activity expenses, in line with the associated ID+ Group's strategy and the established rules, subject to prior approval from the Directorate.

## **Article 6: Organization**

ID+ is comprised of the following bodies:

a. the Directorate;

b. the ID+ Director;

c. the Scientific Council;

d. the Scientific Council Coordinating Committee;

e. the Doctoral Students Committee;

f. the External Monitoring Committee.

2.ID+ is structured into Hubs and Research Groups, led respectively by:

a.the Hub Director;

b.the Research Group Coordinator.

### **Article 7: The Directorate**

1.The Directorate consists of the elected Directors of each ID+ hub.

2.Responsibilities:

a.oversee the administrative, financial, and scientific management of ID+.

b.ensure coordination with organizations and teaching/research units related to ID+ research activities.

c.validate research project proposals and service activities developed within ID+.

d.support research projects submitted by ID+ to national and international funding agencies.

e.draft and submit the annual budget, activity plan, and report to the Scientific Council.

f.define funding distribution modalities and criteria after consulting the Scientific Council Coordinating Committee.

g.coordinate plans and actions to secure additional funding.

h.approve and monitor editorial projects and other initiatives linked to ID+.

i.approve new members, upon favorable opinion of the Scientific Council Coordinating Committee.

j.propose the creation or dissolution of Research Groups and s for submission to the Scientific Council.

k.propose member exclusion for submission to the Scientific Council.

l.approve the formation of the External Monitoring Committee and consult it regularly.

m.update information relevant to ID+ scientific activities.

3.The Directorate meets monthly in regular sessions or extraordinarily when convened by the Director.

4.Decisions are made by simple majority, with the Director holding a casting vote in case of a tie.

5.The Directorate's term lasts five years, adjustable to the duration of Strategic Projects or Multi-Annual Funding validated by FCT I.P.

### **Article 8: Director**

1.The Director is a singular role, elected by universal suffrage by the Scientific Council from among the Directorate members.

2. Responsibilities:

a.provide overall strategic, scientific, financial, and administrative coordination.

b.chair Directorate, Scientific Council, and Coordinating Committee meetings.

c.coordinate and present reports on multi-annual funding allocated by FCT I.P. or other funding entities.

d.officially represent ID+, including with FCT I.P. and other relevant entities.

e.lead cooperation programs with national and international research units and institutions.

f.propose the formation of the External Monitoring Committee and maintain permanent dialogue with its members.

g.ensure compliance with legal and regulatory norms.

3.The Director may delegate responsibilities to other Directorate members. In case of absence, the Director designates a replacement.

4.The Director's term coincides with the Directorate's term and can be renewed once.

### **Article 9: Scientific Council**

1.The Scientific Council includes all integrated members of the Institute with at least one year of membership, chaired by the ID+ Director.

2.The Council also includes the Coordinating Committee formed by Research Group Coordinators.

3.Responsibilities:

a.define ID+ scientific areas and strategies and oversee its activities.

b.issue opinions on the activity plan, budget, and annual reports submitted by the Directorate.

c.approve or dissolve Hubs within hosting institutions.

d. approve or dissolve Research Groups upon Directorate proposal and monitor their activities.

e. approve member exclusion based on a justified proposal.

f. approve proposed amendments to Regulations, either from the Directorate or a third of Council members.

g. decide on matters referred by the Directorate.

4. The Scientific Council meets annually in regular sessions convened by the Director or extraordinarily via:

a. a justified call by the Director,

b. directorate request,

c. request by at least one-third of members.

5. Decisions require a simple majority, except for specific matters (e.g., creating or dissolving Hubs/Groups or Regulation amendments), which require a two-thirds majority.

#### **Article 10: Coordinating Committee of the Scientific Council**

1. The Coordinating Committee of the Scientific Council is composed of the Coordinators of the Research Groups currently in operation and is chaired by the Director.

2. The competencies of the Coordinating Committee of the Scientific Council are:

a. those delegated by the Scientific Council, particularly those related to the coordination of this body with the Directorate and the ratification, when required, of routine management decisions of the Directorate;

b. drafting proposals for activities to be submitted to the Directorate for the annual preparation of the plan, budget, and activity report;

c. preparing the agenda for the plenary meetings of the Scientific Council.

3. The Coordinating Committee of the Scientific Council meets quarterly in ordinary sessions and, extraordinarily, whenever convened by the Director or by one-third of its members.

4. Decisions are approved by a simple majority, with the Director holding the deciding vote in case of a tie.

#### **Article 11: Doctoral Students Committee**

1. The Doctoral Students Committee is composed of one representative from each Doctoral Program under the Institute's responsibility and from each Hub where that Doctoral Program operates, and is chaired by one of its permanent members.

2.The Doctoral Students Committee is responsible for:

a.proposing and organizing scientific, artistic, or cultural initiatives in collaboration with the Research Groups;

b.proposing and organizing inter-hub initiatives;

c.providing opinions on the strategic plans and scientific and artistic direction of ID+.

3.When a member of the Doctoral Students Committee loses their status due to ceasing to be a student, they are replaced by the corresponding alternate.

4.The term of the Doctoral Students Committee is two years.

### **Article 12: External Advisory Committee**

1.The External Advisory Committee is composed of three to five external personalities, national and international, of recognized merit in the fields of ID+ activities, proposed by the Director and approved by the Directorate.

2.the External Advisory Committee is tasked with regularly analyzing the functioning of ID+, particularly:

a.monitoring the overall scientific and creative work carried out at ID+, both as a whole and within individual Research Groups;

b.supporting the development of collaborative programs between ID+ and other institutions at national and international levels;

c.contributing to the definition and orientation of ID+ scientific policy;

d.issuing opinions they deem appropriate, particularly regarding the annual activity plan and report.

3.The External Advisory Committee meets ordinarily once a year and, extraordinarily, at the initiative of the Director or upon the request of a group of Scientific Council members not less than one-third of its members.

4.The term of the External Advisory Committee coincides with that of the Directorate.

### **Article 13: Hubs**

1.A Hub is formed based on the recognition of interest expressed by a Higher Education or Research Institution to join the ID+ network, with at least ten integrated members affiliated with it.

2.The creation of a Hub requires a justified and detailed proposal presented to the Directorate, which consults ID+ Hosting Institutions before endorsing and submitting it to the Scientific Council for approval, as outlined in Article 9, Paragraph 3(c).



3. The Director is elected, according to the Electoral Regulation annexed, from among the integrated ID+ members who have been members for at least two years and hold a permanent contractual relationship with the Hosting Institution of that Hub.

4. The Director of a Hub is responsible for:

a. participating in the ID+ Directorate;

b. representing the ID+ Hub at the Hosting Institution and externally, without prejudice to the competences of the common organs of these institutions;

c. coordinating the administrative, financial, and scientific management of that Hub in line with the ID+ Directorate's guidelines and in collaboration with the respective Hosting Institution, when applicable;

d. monitoring and supporting the activities of the Research Groups hosted by that Hub.

5. Each Hub Director may appoint one or two Deputy Directors, one of whom must ensure communication between the Hub and the respective Hosting Institution.

6. Each ID+ member is associated with the Hub:

a. that operates within the Hosting Institution with which the member has a predominant contractual link; or

b. that operates within the Hosting Institution of the Research Group to which the member belongs, if the previous clause does not apply; or

c. to which the supervisor of their research work is affiliated, in the case of doctoral or master's students.

7. The term of a Hub Director coincides with that of the Directorate and may be renewed once.

#### **Article 14: Research Groups**

1. Research Groups are operational structures composed of at least five integrated ID+ members who organize themselves to develop research expressed in strategic project proposals, participation in R&D networks, or identifying and applying for funding opportunities of common interest and aggregating complementary competencies.

2. The creation of a Research Group stems from a justified and detailed proposal submitted to the Directorate, requiring approval by the Directorate after consulting the Coordinating Committee of the Scientific Council.

3. The proposal to establish a Research Group must define its research areas, strategic alignment, and development timeframe.

4. Participation of integrated and collaborator members in ID+ Research Groups is mandatory.

5.Members can engage in multiple Research Groups based on their interests and scientific activities.

6.Each Research Group elects a Coordinator, who must be an integrated member, according to the annexed Electoral Regulation.

7.The Group Coordinator is responsible for:

a.ensuring the scientific, strategic, and administrative coordination of the Group, supporting project management, and representing the Group;

b.preparing reports required by funding entities for projects under the Group's responsibility;

c.participating in the development of ID+ activity plans, budgets, and annual reports corresponding to the Group;

d.ensuring members meet the minimum scientific production requirements outlined in Appendix I;

e.keeping member CVs updated in the online platforms designated by the Directorate;

f.complying with deadlines set by the ID+ Directorate.

8.The hosting Hub of a Research Group is, at any given time, the one with which its Coordinator is associated.

9.The term of a Group Coordinator coincides with that of the Directorate and may be renewed once.

### **Article 15: Establishment Phase of Hubs and Research Groups**

During the initial phase of establishing Hubs and Research Groups and until the next scheduled elections, the position of Director or Coordinator is performed by the member designated by the competent authority of the respective Hosting Institution.

### **Article 16: Functioning of the Governing Bodies**

1.Notices of meetings are preferably sent electronically, with a minimum advance notice of 48 hours before the meeting date, accompanied by the required documents.

2.Minutes are recorded for all meetings of the ID+ governing bodies, summarizing everything that occurred during the meeting, including the date and location, attendees, topics discussed, decisions made, and the method and outcome of voting.

3.The governing bodies of ID+ can only deliberate when a majority of their legal members with voting rights are present.

4.If the quorum required in the preceding paragraph is not met during the first notice, a new meeting must be called with a minimum interval of 24 hours. The governing body may then deliberate as long as one-third of its members with voting rights are present.

5.Unless explicitly requiring an absolute or qualified majority, decisions are made by a plurality of votes from the members present, with abstentions not counted when admissible.

6.Decisions involving the assessment of behavior or qualities of any person are made by secret ballot. In case of doubt, the governing body decides the voting method.

7.Members of the governing body may participate remotely via videoconference or other similar technological means when justified, subject to the Director's reasoned decision, as long as the underlying values and interests of legal principles and rules—generally requiring in-person participation—are ensured.

8.The deadlines outlined in this Regulation are counted in working days, as defined by the Administrative Procedure Code, with counting suspended during school vacation periods.

#### **Article 17: Elections**

1.The election of the Directorate results from the nominal election of the Directors of each Hub, in accordance with the Electoral Regulation.

2.The election of the ID+ Director is conducted by universal suffrage by the Scientific Council, following the election referred to in the previous paragraph, and in accordance with the Electoral Regulation.

3.The election of the Coordinator of a Research Group is carried out in accordance with the Electoral Regulation.

4.The elections referred to in the preceding paragraphs occur every five years and are convened by the outgoing ID+ Directorate or by at least two-thirds of the members of the Scientific Council. These elections may be postponed depending on the validity period of each Strategic Project or Multiyear Funding of the Institute approved by FCT I.P. Such postponement must be communicated by the Directorate to the members of the Scientific Council and authorized by the competent bodies of the respective host institutions.

5.The elections for the Doctoral Student Committee are held biennially and are convened by the ID+ Directorate.

## **Article 18: Minimum Requirements for Scientific, Cultural, and Artistic Output**

1. Integrated members of ID+ must meet the minimum requirements for scientific, cultural, and artistic output outlined in Appendix I, which forms an integral part of these Regulations.

2. The requirements mentioned above must be monitored annually and reviewed, at a minimum, at the beginning of each term of the Strategic Project or Multiannual Funding of the Institute, by decision of the Scientific Council upon proposal from the Directorate.

## **Article 19: Financial Management**

1. ID+ operates with funding from the Foundation for Science and Technology, other funding entities, and revenues from projects, courses, publications, or other Institute activities.

2. Since ID+ does not have its own legal entity, its budget is integrated into the budgets of the Hosting Institutions of the Hubs, under specific cost centers.

3. Funding distribution is carried out among the Hubs according to their size, taking into account the number of integrated PhDs weighted for funding. The management of these funds is assigned to each Hosting Institution and follows their respective internal rules.

## **Article 20: Allocation of Funds**

1. The annual financial plan establishes a budget allocation for that period to the integrated members of ID+.

2. The budget mentioned above is distributed considering an analysis of the quality and impact of the scientific results achieved annually by the integrated members, using the indicators outlined in Appendix I as a reference.

## **Article 21: Amendment of the Regulation**

1. Proposals to amend this Regulation are formulated by the Board of Directors or by at least one-third of the members of the Scientific Council of ID+ and submitted for consideration and voting by the Scientific Council of ID+, as established in paragraph f of subsection 3 of Article 9.

2. After being duly approved by the Scientific Council and upon the proposal of the Director, the Regulation is submitted for final approval by the competent authorities of the Host Institutions of the Centers, as stipulated in their respective regulations.

3. Without prejudice to the provisions of the preceding paragraphs, amendments to the Appendices that form part of this Regulation require approval only by the Scientific Council.

## **Article 22: Transitional Provisions and Omitted or Controversial Issues**

1. The establishment of the bodies identified in Article 6 must occur within a maximum period of 90 (ninety) days from the effective date of this Regulation.

2. Any omitted or controversial issues arising during the application of this Regulation are decided by the Scientific Council and may be escalated, as an appeal, to the highest authorities of the competent entities of the Host Institutions of the Centers.

## **Article 23: Entry into Force of the Regulation**

This Regulation comes into force on the day following its publication under legal terms, after receiving the necessary approval from the competent authorities of the Host Institutions of the Centers.

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## **APPENDIX I - Minimum Requirements for Written Scientific Production, Design, Cultural or Artistic Production, and Other Research and Development Activities**

### **1. INTEGRATED MEMBERS**

To promote levels of productivity, scientific quality, and local, national, and international recognition, each integrated member of ID+ must achieve a minimum of **10 outputs** within categories A or B during the evaluation period between two FCT reviews, and cumulatively demonstrate involvement in the set of items under category C.

These outputs should ideally be distributed evenly over the evaluation period and show typological diversity. In cases of co-authorship or co-production, the item will be counted as **50%**.

#### **A. Written Scientific Production**

- Book published by a scientific or academic publisher.
- Article published in a peer-reviewed scientific journal.
- Chapter in a book published by a scientific or academic publisher.
- Article published in the proceedings of international conferences or other scientific events, with peer review.
- Edited book or proceedings book published by a scientific or academic publisher.

For meeting minimum targets, other publications may be analyzed and validated by the Coordinating Committee of the Scientific Council with well-reasoned justification.

Publications should preferably refer to **SCOPUS**, **Web of Science**, or **QUALIS** indexing sources.

#### **B. Design, Cultural, or Artistic Production**

As knowledge production and communication, these outputs must be adequately contextualized and justified:

- Design project or artistic work.
- Curation.
- Exhibition.

For meeting minimum targets, other productions or recognitions may be analyzed and validated by the Coordinating Committee of the Scientific Council with well-reasoned justification.

### **C. Scientific Development and Dissemination**

- Preparation of an application for funding of a scientific or artistic project.
- Coordination or integration into a team of an R&D or cooperation project formally recognized institutionally.
- Organization of a design, artistic, scientific, or cultural event with proven relevance.

## **2. RESEARCH GROUPS**

To promote levels of productivity, scientific quality, and local, national, and international recognition, each ID+ research group must achieve the following minimum requirements during the evaluation period between two FCT reviews:

- **Applications** for national or (preferably) international funding for scientific or artistic projects.
- **R&D projects** in cooperation with Portuguese economic, social, or cultural sectors.
- **Actions** aimed at integrating the group into international research networks (e.g., organizing an international scientific event).