

## **REGULATION**

(Consolidated version. Approved by the Scientific Council in April 14th, 2021)

### **Article 1 (Nature and location)**

1. The CENTRO DE INVESTIGAÇÃO, DESENVOLVIMENTO E INOVAÇÃO EM TURISMO, or Center for Tourism Research, Development and Innovation, in English, hereinafter called CiTUR, is a unit of multidisciplinary and interdisciplinary scientific research, technological development and innovation, in the field of tourism sciences, and its application, which integrates researchers associated with higher education institutions.
2. Its headquarters is located at the Higher Education Institution (HEI) that hosts the current Center for Applied Research in Tourism (CiTUR), the Polytechnic Institute of Leiria, and the Scientific Council may assure that the headquarters corresponds to the Higher Education Institute (HEI) to which the director in functions for the Center is affiliated.
3. The founding higher education institutions are federated in the Network of Public Institutions of Polytechnic Higher Education with Tourism degrees, which has as an institutional support the Specialized Tourism Commission of the Coordinating Council of the following Polytechnic Higher Education Institutes:
  - Estoril Higher Institute for Tourism and Hotel Studies
  - Polytechnic Institute of Beja
  - Polytechnic Institute of Bragança
  - Polytechnic Institute of Castelo Branco
  - Polytechnic Institute of Cávado e do Ave
  - Polytechnic Institute of Coimbra
  - Polytechnic Institute of Guarda
  - Polytechnic Institute of Leiria
  - Polytechnic Institute of Portalegre
  - Polytechnic Institute of Porto
  - Polytechnic Institute of Santarém
  - Polytechnic Institute of Setúbal
  - Polytechnic Institute of Tomar
  - Polytechnic Institute of Viana do Castelo
  - Polytechnic Institute of Viseu
  - University of Algarve
  - University of Madeira

## **Article 2 (Objectives)**

CiTUR has competences in the fields of tourism sciences, and its main objectives are:

- a) to streamline, develop and disseminate research in tourism, promoting the excellence of applied research and integrating international networks of science and technology
- b) to promote partnerships between research structures associated with higher education institutions with tourism degrees and contribute to the rapprochement and collaboration with other research structures specialized in tourism;
- c) to develop tools, scientific and technological knowledge to promote its application towards competitiveness and the economic, social, environmental and institutional sustainability of societies, through integrated actions in the tourism sector;
- d) to promote and participate in the management of the research and innovation agendas dictated by the priorities that frame the intervention of the tourism stakeholders;
- e) to promote decision support regarding the definition and implementation of sustainable development strategies;
- f) to promote advanced training in the field of tourism sciences and their applications;
- g) to promote the transference of knowledge and science to entrepreneurs and public entities;
- h) to promote literacy in tourism and increase national culture, contributing to an informed and participative society, through its own initiative and established by the networks in which it participates.

## **Article 3 (Structure and Organization)**

1. The functional structure of the CiTUR is organized in headquarters and research hubs, which have administrative and financial autonomy.
2. The research hubs are functional units, with a minimum of six integrated members, who develop their activity in common environments.
3. Two or more HEIs with affinity, either territorial or regards of teaching or research themes, may constitute a research center.
4. The research Hubs shall be governed by their own regulations which are structured by the following bodies: Coordinator, Coordinating Committee and Scientific Committee.
5. The research hubs may create technical and scientific activities related to research topics of a comprehensive nature, that are considered strategic by the CiTUR, including thematic research clusters which are led by their respective Coordinators and have the main objective of uniting researchers who develop their research in different research hubs but have a common interest in a particular scientific topic.
6. The CiTUR should set up a journal and an international congress, which will have its own leadership.
7. The Congresses will be led by Chair Persons, to be indicated by the Scientific Council, for a defined period of time, and these should ensure the continuity of procedures in the organization of these Congresses and the representativeness of local organizations.

8. The journal is led by an Editor-in-chief, to be appointed by the Scientific Council for a period of 3 years, assisted by 2 or 3 Co-editors-in-chief, who will represent other CiTUR's hubs besides that which is part of the Editor-in-chief, at the invitation of the Editor-in-chief, and with agreement of the respective scientific committees. The hubs are regularly invited to organize special numbers through the figure of "Guest editors".
9. CiTUR may also host International Centers (NI), constituted according to the following principles: i) consist of a minimum of six Members, linked to higher education institutions, three of which hold the Doctor's Degree, all of them with professional domicile outside Portugal; ii) take their own initiative to become the International Nucleus of CiTUR; (iii) deserve the approval of the Scientific Council of CiTUR.
  - a. NI Members approve their own Regulation, subject to ratification by the Scientific Council of CiTUR.
  - b. The Internal Regulations of the NI must contain the figure of Coordinator of the Nucleus, to be elected among its Doctoral Members.
  - c. The term of office of NI Coordinators shall last up to three years.
  - d. NI Coordinators are stakeless on the Scientific Council of CiTUR.
  - e. NI is not funded by CiTUR, guiding its administrative and financial organization in accordance with the legislation and other regulations in force in the respective countries.
  - f. NI Members may actively participate in the activities of CiTUR and its Hubs and NTI (Thematic Research Nucleus), in accordance with the rules defined in each project in which this happens.

#### **Article 4 (Financing)**

1. The revenue obtained through the multiannual financing scheme allocated by the FCT to the research units that it recognizes shall be distributed between the headquarters and the research Hubs in accordance with the rules and procedures defined by the FCT itself.
2. National expenditure not allocated to the Hubs will be allocated in proportion to the revenue stemming from the multiannual financing scheme allocated by FCT to management institutions, who should sign a Cooperation Protocol to each other which recognizes the annual allocation of the 3% share of the amount allocated by the FCT to each integrated researcher under general expenditure.
3. The revenues of the technical-scientific activities developed by the Research Centers or NTI will constitute their own revenues, being distributed according to the criteria defined in the document that constitutes them.

#### **Article 5 (Members)**

1. Members of the CiTUR may be people linked to projects and activities of research, development and innovation in progress, namely, professors and researchers (PhD and non-doctoral graduates), scholarship holders and masters and PhD students and additional personnel hired, as needed.
2. Members of the CiTUR shall be allocated to one of the research hubs or, under the conditions laid down in these Regulations, to the International Hubs.
3. Members of the CiTUR may collaborate in one or more of the technical-scientific activities that are currently in progress.
4. There are integrated members and collaborators.

5. For the title of integrated member, in addition to the degree of Doctor, one is required to obtain 2.5 points, for each biennium, according to the following indicators of technical and scientific production, and provided that CiTUR affiliation has been mentioned and can be framed within the approved Thematic Lines of Research:

- a) Publication of a technical-scientific article in a journal with JCR indexing, 2.5 points (1st and 2nd quartile) and 2.0 points (3rd and 4th quartiles).

Publication of a technical-scientific article in a journal with SCOPUS indexing, 2.0 points (1st and 2nd quartile) and 1.5 points (3rd and 4th quartiles).

Publication of a technical-scientific article in a journal of international circulation, with scientific peer review, 1 point.

Participation in an international conference with publication of a full article (CPCI or SCOPUS), with scientific peer review, 0.75 points (maximum of 1.5 points).

Participation in an international conference with publication of a full article, with scientific peer review, 0.5 points (maximum of 1 point).

Publication of a technical-scientific book, 1.5 points.

Publication of a chapter in a technical-scientific book (SCOPUS), 0.75 points.

Publication of a chapter in a technical-scientific book, 0.5 points.

Coordination of technical-scientific book, 0.5 points.

Review of a complete article submitted to a journal with WoS or SCOPUS indexing, 0.1 points (limit of 0.25 points).

Doctoral supervision or co-supervision completed successfully, with 0.5 points and doctoral juries in which he has not been a member of the jury, with a 0.25 point award (set limit of 1 point).

Coordination of a project or sum of projects through competitive selection methods with a value exceeding 40 times the Portuguese guaranteed minimum wage (RMMG) (e.g. FCT, Interreg, Erasmus or others), 2 points per year or proportion by fraction (twelfth).

Project team member or sum of projects through competitive selection methods with a value exceeding 40 times the RMMG (e.g. FCT, Interreg, Erasmus or other), 0.5 points per year or proportion by fraction (twelfth).

Coordination of an extension/provision project of services or sum of projects with revenues exceeding 20 times the RMMG, 1 point per year or proportion by fraction (twelfth).

Team member of extension/provision project of services or sum of projects with revenues exceeding 20 times the RMMG, 0.25 points per year or proportion by fraction (twelfth).

Dictionary or encyclopedia entry, 0.1 points (0.25 points limit).

In case of publications in co-authorship, the attributable points will be considered up to 100% (2 or 3 authors), 75% (4 or 5 authors) or 50% (6 or more authors).

- b) Functions performed in journals, congresses and conferences financially supported by FCT and/or peer review with scientific committee, with a maximum aggregate of 1 point in the whole of the two years, and an increase of 0.25 points on the aggregate ceiling for references on the ITC and EJTHR:
- Chairperson, 1 points.
  - Member of the Organizing Committee, 0,5 points.
  - Keynote Speaker, 0,25 points.
  - Participation in the ITC with publication of an extended abstract in a book of minutes or equivalent, with scientific peer review, 0.25 points (limit of 0.25 points per year).
  - Editor-in-Chief, 1 points.
  - Co-editor-in-Chief, 0,75 points.
  - Guest Editor / Issue Editor, 0,5 points.
  - Managing Editor / Editorial Support, 0,5 points.
  - Full article review not included in point (a), 0.1 points.
  - Information Technology Manager of <https://citur-tourismresearch.com>, 0,5 points per year.
6. For the quality of collaborator member, it is required to obtain 1 point, for each biennium, according to the indicators of technical and scientific production indicated in the previous point.
  7. Members who are part of NI should comply with the productivity rules that their Internal Regulations set.
  8. The membership shall be validated every two years by the Scientific Council, on the initiative of the directive commission or, at any time, through a written request by the Scientific Council,
  9. Researchers wishing to join CiTUR must submit a written proposal to the Hub Coordinator to which they wish to be allocated, according to the geographical configuration of the areas of the Hubs. The proposal must include the identification of the quality membership to which they apply, the description of the motivation, the list of one or two CITUR thematic lines where they intend to focus their research, and the information if on the date is a member of another Research Unit funded by FCT and in what quality.
  10. After a proposal from the Coordinating Committee of the Hub, it is up to the Scientific Committee of the Hub to verify the adequacy of the membership and the quality of member requested, applying in the latter the criteria of technical and scientific production defined by the CiTUR Regulation in the 24 months preceding the application for membership, and deliberating on its approval.
  11. In the case of Integrated Members whose proposal is approved, the Scientific Committee of the Hub refers the proposal to the ratification process in the subsequent Scientific Council of CiTUR.
  12. In the case of Collaborators Members whose proposal is approved, the Scientific Committee of the Hub is aware of the approval in the subsequent Scientific Council of CiTUR.

13. Members shall update their registration on the Ciência Vitae platform, or equivalent, as well as on the ORCID platform, for international contact purposes, and submit an activity report in their own model approved by the Scientific Council.

#### **Article 6 (Bodies)**

The bodies of the CiTUR are:

- a) The Scientific Council;
- b) The Director and the Directive Commission;
- c) The External Advisory Committee.

#### **Article 7 (Scientific Council)**

1. The members of the Scientific Council that are entitled to vote are:
  - a) The director of the CiTUR, who presides the meetings of the Scientific Council and whom may be replaced, in the case of impediment, by one of the other members of the Directive Commission;
  - a) All integrated members of the CiTUR, if there are less than 50 integrated members;
  - b) If the number of integrated members is equal to or greater than 50, the Scientific Council will approve a model of representative composition, which must ensure the presence of all Hubs according to a quantity of members that is proportional to their own composition.
2. The Scientific Council, without voting rights, includes the Coordinators of the International Hubs.
3. The Scientific Council shall convene, ordinarily, once a year and, extraordinarily, whenever it is convened by the Director of the CiTUR, on his/her initiative or at the request of at least half of the CiTUR's members.
3. The Scientific Council is responsible for:
  - a) Discussing and approving proposals for amending the CiTUR regulation;
  - b) Deliberating on the functional structure of CiTUR, with regard to the inclusion or exclusion of research Hubs or NTI.
  - c) Approve the creation of International Hubs, as well as ratify their Internal Regulations;
  - d) Validate by ratifying the admission or exclusion of Integrated Members of CiTUR, on a proposal from the Directive Commission;
  - e) Be aware of the admission or exclusion of CiTUR Collaborators Members, on a proposal from the Commission Directive;
  - f) Electing or dismissing the Director and the CiTUR's Directive Commission;
  - g) Approving the Constitution of the External Advisory Committee;

- h) Formulating suggestions on initiatives to improve the activities of CiTUR;
- i) Discussing and approving the research, development and innovation policy of the CiTUR, namely the creation of a journal and an international Congress, as well as the plan of activities and budgets and the report of activities and accounts;
- j) Approving the CiTUR's management planning of its human and material resources;

**Article 8** (Director e Directive Comission)

1. The CiTUR's director shall be elected by the Scientific Council for a term of three years, except in the case referred to in paragraph 3.
2. For the election of the director there shall be a period of candidacies, accompanied by the proposed Constitution of the Directive Commission, to be submitted to the Scientific Council before the Electoral Act;
  - 2.1. Candidacies must be accompanied by a plan of activities and strategy for scientific and technological development for their mandate;
  - 2.2. In the absence of candidacies, the Scientific Council shall vote among the eligible members, and in this case, the responsibility of the constitution of the Directive Commission lies on the most voted eligible member;
  - 2.3. If this elected member declines the position, it shall be offered to the following most voted eligible member.
3. CiTUR's first director shall be elected by the grantors of this regulation and his/her mandate ceases with the beginning of the mandate that results from the election referred to in paragraph 1.
4. The Director shall appoint three sub-directors to the Directive Commission, one of whom will also be appointed as the Secretary.
5. The four elements of the Directive Commission must be doctors in their field and they should represent the different research hubs as well as the main scientific areas of CiTUR.
6. It is incumbent upon the director of the CiTUR:
  - a) To convene the electoral acts of CiTUR;
  - b) To convene the meetings of the Directive Commission and the Scientific Council, and preside over these meetings;
  - c) To implement the determinations and guidelines for the organization and functioning of the CiTUR, ensuring compliance with the objectives of the proposed activity plans;
  - d) To represent CiTUR in the acts in which it intervenes;
  - e) To promote the expansion and development of the CiTUR's activities.
7. The Directive Commission shall be responsible for:

- a) Preparing and submitting to the approval of the Scientific Council and the competent authorities, with annual periodicity, the activity and budget plans as well as the activity and account reports;
- b) Preparing the meetings of the Scientific Council and carrying out their deliberations;
- c) Ensuring the management of the CiTUR's human and material resources in accordance with the plan of activities and the budget;
- d) Ensuring the preservation and maintenance of the CiTUR's premises and assets;
- e) Approving proposals of arrangements, agreements and contracts;
- f) Proposing the composition of the External Advisory Committee.

#### **Article 9 (Election and mandate of Coordinators)**

1. The Coordinators of the Research Hubs and the Coordinators of the NTI are elected by the voting members who intervene in them and are allocated to the respective original Research Hubs.
2. The mandate of the Research Hubs Coordinators lasts up to 3 years.
3. The mandate of the NTI Coordinators lasts for up to 3 years, and its termination is always coincident with the end of the mandate of the Coordinator of the Research Center to which its headquarters has been-located.
4. The mandate of the leaders of the International Congress and the journal referred to in article 3 (6) lasts for up to 3 years, and its termination is always coincidental with the mandate of the CiTUR's Director.

#### **Article 10 (External Advisory Committee)**

1. The External Advisory Committee shall consist of a minimum of five national or foreign personalities of recognized merit in the CiTUR's areas of research, approved by the Scientific Council on a proposal from the Directive Commission.
2. The External Advisory Committee gathers at the initiative of the CiTUR's Director.
3. The External Advisory Committee is responsible for:
  - a) Analyzing the CiTUR's functioning and pronouncing on all matters that the Directive Commission or the Scientific Council present as a subject to its assessment;
  - b) Issuing an opinion on the scientific and technological development strategy and on the multiannual activities plan.

#### **Article 11 (Amendment of the Regulation)**

1. Any proposed amendment to the Regulation should be subscribed by a minimum of 25% of the Scientific Council's members.



2. The amendments to the Regulation shall be submitted to the Scientific Council and approved by two-thirds of its elements or, in a second notice of meeting, by a simple majority vote of the present members, as long as at least half of the members who subscribed to the amendments are present.

#### **Article 12**

The cases omitted in this Regulation shall be the subject of deliberation by the CiTUR's Scientific Council.