

# UNIPRO Bylaws

## INTERNAL REGULATIONS OF THE ORAL PATHOLOGY AND REHABILITATION RESEARCH UNIT (UNIPRO)

### CHAPTER I – PURPOSE AND MISSION

#### Article 1 – Definition

1. The **ORAL PATHOLOGY AND REHABILITATION RESEARCH UNIT**, hereinafter referred to as **UNIPRO**, is a Research and Development unit hosted by the Instituto Universitário de Ciências da Saúde-CESPU (IUCS-CESPU).

#### Article 2 – Purpose and Objectives

1. **UNIPRO** aims to enhance research and technological development activities, as well as the education and advanced training of human resources, in the fields of Pathology and Oral Rehabilitation, fostering a connection between transdisciplinary and translational scientific research with the national and international scientific community, and with society as a whole.

2. In this context, **UNIPRO's** objectives are:

- a) To produce scientific knowledge in its areas of interest;
- b) To develop its research activities in an integrative manner with education and training, particularly in 2nd and 3rd cycle degree programs and postgraduate courses, encouraging, as much as possible, knowledge sharing in the field;
- c) To contribute to scientific exchange between research-related organizations, especially with other national and international research units, or regulatory agencies, and business and industrial entities;
- d) To collaborate with higher education institutions, particularly with national and international academic units and other research units, in postgraduate and knowledge advancement activities;
- e) To disseminate research results through publications in peer-reviewed national and international reference journals, in books and/or book chapters, or other forms of publication;
- f) To participate in national and international congresses, colloquia, conferences, workshops, and other events, presenting the research produced;
- g) To develop community service activities, without compromising the aforementioned activities.

#### Article 3 – Areas of intervention

Without prejudice to other areas that may be defined in the meantime, the prioritized areas for the development of UNIPRO's activities, are the study and understanding of oral diseases and disorders and their rehabilitation (including the development and progression of oral neoplasms, periodontal

diseases, and craniofacial disorders, as well as oral rehabilitation), as well as, the development of analytical and clinical methods and treatments that impact the promotion of oral health in biological, biopathological, psychological, and social aspects. All scientific areas, including Biology, Biochemistry, Pathophysiology and Biopathology, Bioinformatics, Veterinary Medicine, or other areas of Biomedical Sciences that can contribute to the study and understanding of oral diseases and disorders and their rehabilitation are integral parts of the unit.

## CHAPTER II – CONSTITUTION AND ORGANIZATION

### Article 4 - Members

1. **UNIPRO** is composed of integrated members (effective) and collaborative members (associates).
2. Integrated members of **UNIPRO** include professors and PhD researchers from IUCS-CESPU or other higher education institutions who develop and collaborate on research projects within UNIPRO, with a minimum dedication of 20% of their working time to the unit's research activities.
3. Collaborative members of **UNIPRO** include specialists, interns, and research fellows, doctoral and master's students, and other individuals who, whether or not affiliated with IUCS-CESPU, engage in temporary research activities within the unit, regardless of whether they are national or foreign researchers, with or without a doctorate.
4. Proposals for admission or exclusion of members must be submitted in writing to the Coordinator of **UNIPRO**, along with the corresponding justification, for possible approval by the Coordination.
5. The admission and exclusion of members are the responsibility of the Coordinating Committee of **UNIPRO**, based on their purpose and mission; the Coordinating Committee publishes an annual list of the integrated and collaborative members of UNIPRO.
6. Any individual who requests to leave or who is subject to exclusion by the resolution of the Coordinating Committee of **UNIPRO** will lose their membership status.

### Article 5 – UNIPRO organization

1. The **UNIPRO** organization members are:
  - a) The Director;
  - b) The Coordinating Committee;
  - c) The Scientific Council;
  - d) The External Monitoring Committee.

### Article 6 – Director

1. The Director of **UNIPRO** is one of its integrated members and is appointed by the Principal of IUCS-CESPU;
2. The term of office for the Director lasts for 4 years.

### Article 7 - Director's Responsibilities

1. The Director is responsible for:
  - a) Appointing the members of the Coordinating Committee;
  - b) Ensuring compliance with applicable rules and regulations;
  - c) Representing **UNIPRO** both internally and externally;

- d) Organizing and presiding over meetings of the Coordinating Committee;
- e) Managing the human and material resources made available to **UNIPRO**;
- f) Collecting the opinion of the Coordinating Committee on the unit's annual accounts;
- g) Delegating responsibilities to one of the members of the Coordinating Committee whenever deemed appropriate or in the event of an impediment;
- h) Overseeing the preservation and maintenance of the facilities, equipment, and other assets property of **UNIPRO**.

### **Article 8 - Coordinating Committee**

1. The Coordinating Committee is composed of the director, who presides over it, and by coordinators of research areas. It may also include, at the invitation of the coordinator, highly meritorious doctoral researchers.
2. The term of the Coordinating Committee is 4 years.

### **Article 9 - Competences of the Coordinating Committee**

1. The Coordinating Committee is responsible for promoting and ensuring the coordination and operation of **UNIPRO** activities, particularly concerning:
  - a) Research, organization, and dissemination of scientific information;
  - b) Promoting and publicizing activities;
  - c) Deepening relationships with external entities;
  - d) Organizing and promoting scientific events;
  - e) Issuing opinions on all matters presented by the integrated members;
  - f) Proposing amendments to the current regulations;
  - g) Recruiting renowned researchers for integration into **UNIPRO**;
  - h) Admitting or excluding integrated members by simple majority;
  - i) Preparing and approving the annual activity and financial reports as well as the scientific activity report.
2. The Coordinating Committee meets whenever necessary, called by the Director;
3. The Coordinating Committee will have a secretary responsible for preparing concise minutes of the meetings for approval.

### **Article 10 - Scientific Council**

1. The Scientific Council of **UNIPRO** is composed of all its integrated doctoral members and is presided over by the Director of the Unit;
2. The Scientific Council meets whenever deemed necessary, when called by the Director or by at least one-third of its members, with an explicit indication of the matters to be addressed.

### **Article 11 - Competences of the Scientific Council**

1. The Scientific Council is responsible for:
  - a) Providing opinions on research strategies related to the unit;
  - b) Approving the annual activity plan and report;
  - c) Reviewing the **UNIPRO** budget, based on the Director's proposal;

- d) Addressing any other matters submitted by the Director;
- e) Approving the establishment of new research groups and/or the dissolution of existing ones.

### Article 12 - Competences of the External Monitoring Committee

1. The External Monitoring Committee (EMC) is composed of a minimum of three individuals, either national and/or international, who are external to **UNIPRO** and recognized for their scientific merit;
2. The members of the EMC are appointed by the Coordinating Committee;
3. It is the responsibility of the EMC to analyze the organization and functioning of **UNIPRO**, and it must issue an annual report to the Coordinating Committee with the necessary recommendations;
4. Meetings will be requested by the Director whenever deemed appropriate.

## CHAPTER III - RESOURCES AND MANAGEMENT

### Article 13 - Human, Material, and Financial Resources

1. The human resources of **UNIPRO** include those referred to in Article 4 as well as resources made available by IUCS-CESPU or others within the scope of UNIPRO's activities and projects;
2. The research and development activities of **UNIPRO** primarily take place in the form of internal or external projects, whether national or international, with UNIPRO having access to the facilities, infrastructure, equipment, and financial resources provided by IUCS-CESPU up to that point, as well as any additional resources it may acquire for its activities and projects, necessary to ensure its operations;
3. The research activities of **UNIPRO** are self-funded through financing from the project funding program of the Office for Research and Innovation (GI2) of CESPU, through projects and/or contracts with national or foreign funding entities, including FCT programs, and from other sources.
4. **UNIPRO** will not have permanent obligations regarding human resources, which will remain the responsibility of IUCS-CESPU.

### Article 14 – Management

1. The day-to-day management of **UNIPRO** is ensured by the Director and the primary investigators of each of the projects that take place within the unit.
2. The operational expenses will be covered by the different projects of **UNIPRO** in accordance with the proposal from the Director, subject to approval by the Coordinating Committee.
3. Sources of revenue also include all overheads from projects funded by the Foundation for Science and Technology, I.P. (FCT), those resulting from the organization of congresses, workshops, and other training activities, sponsorships, services rendered to the community, and other sources considered appropriate to analyze on a case-by-case basis. It is the responsibility of the Director to decide and propose, on a case-by-case basis, the percentage to allocate to operational expenses.

### Article 15 - Scientific Referencing of the Unit

1. In all scientific publications where one of the authors is a member of **UNIPRO**, the affiliation must be specified in the publication in the following manner:

- **English affiliation:** UNIPRO, Oral Pathology and Rehabilitation Research Unit, University Institute of Health Sciences-CESPU (IUCS-CESPU), 4585-116 Gandra, Portugal.

- **Portuguese affiliation:** UNIPRO, Unidade de Investigação em Patologia e Reabilitação Oral, Instituto Universitário de Ciências da Saúde - CESPU (IUCS-CESPU), 4585-116 Gandra, Portugal.

### Article 16 - Amendments to the Regulations

1. Any doubts and omissions arising from the application of this Regulation shall be resolved by a decision of the Coordinating Committee.