

REGULATION OF LABORATORIES AND PROJECTS / PLACES OF CULTURE¹

This regulation aims to establish norms for the proper functioning of the Laboratories and Projects of the Cultural Council of the University of Madeira.

1. Coordination

For each Laboratory and Project, it shall be appointed a Coordinator and, in some cases, a Co-coordinator. The Coordinator must belong to the staff of the University of Madeira (teaching or non-teaching). The Co-coordinator can be external to the University. It falls under the responsibility of the Coordinators and Co-coordinators to:

- a. manage the activities of the L/P, as well as the contents related to the framing/presentation of these and their nuclei, namely those that will be part of online dissemination and in the various media;
- b. manage the dissemination material corresponding to the activities of the L/P, which must follow the circuit referred to in point 2;

- and ensure that the CC/UMa logo appears in the promotional material referring to all the activities carried out by the L/P, and respective nuclei, both within UMa and in external contexts.

The Coordinator must permanently update the information with the CC/UMa, through the email address (conselho.cultura@mail.uma.pt). The Coordinator(s) may be required to be present at a CC/UMa meeting for any clarifications regarding the activities of the L/P and their respective cores.

2. Communication

The informative material regarding the dissemination of the activities of each L/P will be

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organized and managed by their Coordinators, enforcing the following procedure:

- a. complete and submit the form for dissemination (see in: <https://www.uma.pt/sobre/servicos-administrativos/gabinete-de-comunicacao-e-marketing/formularios>), at least 3 to 7 working days before the date of the event, sending it to the Communication and Marketing Office (GCM) (gcm@mail.uma.pt) of the University of Madeira and to the CC/UMa (conselho.cultura@mail.uma.pt) taking note of this procedure and attaching, if applicable, additional information;
- b. wait for the dissemination of this information by the GCM in institutional media (Mailing list, Press and social networks). Only after this circuit is assured can the disclosure be carried out by the L/P itself, either by forwarding the e-mail or by sharing it on social networks.

Regarding the need to create an image, print posters or other dissemination material and information associated with the activities carried out, the Coordinators of the L/P, shall send the respective files and a request for authorization to the GCM, with knowledge of the CC/UMa (conselho.cultura@mail.uma.pt). The number of prints will be analysed on a case-by-case basis, considering the financial availability and resources of the GCM.

3. Support

The L/P may request support by formally submitting a proposal for the development of a specific project or activity (on the homepage of <http://conselhodecultura.uma.pt/>: Submission of project proposals). The proposal must be submitted at least one month in advance, detailing the needs inherent to the proposal: logistics, use of University spaces (the activities of the L/P are not subject to the usual costs of renting the Rectory Building spaces), production of informative material (if done by the GCM, it is also free of charge).

Activities that imply costs that cannot be borne by the CC/UMa budget, the Coordinators, together with the CC/UMa, should apply for external funding.

4. Use of logo

The CC/UMa logo must be present in all activities developed by, with the support of, or participation of the CC/UMa, following the rule of use that can found on its webpage:

<http://conselhodecultura.uma.pt/>.

The President of the Cultural Council



Vítor Manuel Ornelas Magalhães