



instituto de
telecomunicações

Quality Policy

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Quality Policy 2020 (v.20.2)

(Approved in the December 2020 Board meeting)

Note: this is a free translation provided for the benefit of non-Portuguese readers. Only the Portuguese version of this document, available at the IT intranet, is valid as the regulation.

1. Introduction

Instituto de Telecomunicações (IT) aspires to be always better and aims to achieve excellence in all areas in of IT operation, therefore it is important to define and implement a Quality Policy.

A quality and performance policy implies:

1. The establishment of a minimum productivity criterion,
2. The definition of an application methodology,
3. The creation of stimuli (prizes and sanctions).

The minimum productivity criterion must be objective and measurable, take into account the specificity of the institution's activity and be known to all.

The application methodology should work from the bottom up, i.e. it should start to be applied by the researchers, be analyzed and discussed at the level of the research group leaders and implemented in its consequences (positive and negative) by the Board. This methodology intends that the analysis should be at such a level of proximity that guarantees the perception of particular cases, while ensuring a harmonization of criteria in the institution.

Incentives, whether prizes or sanctions, should be established by the Board after consultation with the research group leaders. They aim to create a sense of commitment to the institution by encouraging participation and contribution to its mission and objectives.

2. Performance Index

The annual performance index seeks to translate the activity of IT's PhD researchers. It is automatically calculated from existing elements in the IT portal. Its value corresponds to the addition of points obtained according to the following criteria:

- Authorship or co-authorship (with up to one more PhD researcher from IT, or any number of non-IT authors) of an **article in an international journal** referenced in the ISI Web of Knowledge Journal Citation Report or Scimago Journal & Country Rank in 1st and 2nd quartiles, or an article in an international conference referenced in the list in Annex I, or a granted **patent** (one 1 point);
- Editing or co-editing (with up to one more IT PhD researcher, or any number of non-IT authors) of a **Special Issue in international journal** referenced in the ISI Web of Knowledge Journal Citation Report or Scimago Journal & Country Rank in the 1st and 2nd quartiles (one 1 point);

- Co-authorship (**with two or more** PhD researchers) of an article in an international journal referenced in the ISI Web of Knowledge's Journal Citation Report or Scimago Journal & Country Rank in the 1st and 2nd quartiles, or a conference paper internationally referenced in the attached list, or of a granted **patent** (0.5 point);
- Authorship or co-authorship (with up to one more PhD researcher from IT, with any number of non-IT authors) of **book chapter** in an edited book (does not include conference proceedings), (1 point);
- Co-authorship with **two or more** PhD researchers from IT, one **book chapter** in edited book (does not include conference proceedings), (0.5 point);
- Authorship or co-authorship (with up to one more PhD researcher from IT, with any number of non-IT authors) of an **edited book**, (four 4 points);
- Co-authored with **two or more** IT PhD researchers (or any number of non-IT authors) of an edited book (two 2 points);
- Supervision (or co-supervision) of a successful defended **PhD** thesis (two 2 points);
- Orientation (or co-orientation) of a successful defended **MSc** thesis (0.25 points);
- Responsibility for **funding** management: proportional to annual funding, at 1 point for every 50 k€ / year, up to a maximum of 4 points.

The eligibility of the above publications, patents, theses supervision and funding is subject to the integration of the respective theme in IT's mission.

The awarding of scores for PhD or Master theses is subject to the following rules:

- Supervision must be declared and visible on the IT portal;
- The thesis must contain an explicit mention to Instituto de Telecomunicações (with this exact forma) as a host institution;
- The electronic version of the thesis must be loaded on the IT intranet;
- The score is only attributed to the Master's or PhD thesis in which the advisor is from IT;
- For Master's theses, the 0.25 points are divided among the supervisor and co-supervisors. The maximum accumulated score per researcher is 1 point per year.

For the calculation of annual funding, the funding of each project is calculated by dividing the total funding of the project by its duration expressed in months. Where the project coordinator so wishes, and for the purpose of score calculation, funding points may be shared with other team members holding a PhD in proportion to the hours allocated by the coordinator to these researchers on the project portal at the IT intranet.

3. Productivity Analysis Criteria

The productivity analysis criterion must take into account the nature of the research and development activity that characterizes the IT, with appreciable annual fluctuations, multiple

factors and difficulty (not to mention impossibility) of accurate evaluation. For all these reasons, this criterion must be applied with reason.

The minimum criterion for scientific productivity applies to all IT researchers holding a PhD.

The productivity criterion of a researcher (holding a PhD) is defined by the sum of the performance indexes of the latest 4 years. If the number of years of integration in IT is less than 4, the productivity criterion will be the sum of the performance indices corresponding to previous years of integration in IT. For all researchers (holding a PhD) **the minimum productivity criterion is the one indicated in the tables in Annex II.**

This requirement are not applicable to the members of the (national) Board, although they should endeavor to comply with it, for the duration of their duties and for the subsequent 4 years.

4. Application Methodology

The minimum productivity criterion must be known to all IT researchers, who must strive to meet it by excess.

In the first half of January of each year, each IT PhD researcher shall check at the IT portal the productivity index that has been automatically calculated by the IT web system, based on the information uploaded by the researcher. If incorrect, he must fill-in and complete the missing data on the IT portal.

Research group leaders are responsible for verifying compliance with the minimum productivity criteria of their group members.

Research groups leader shall pay especial attention to cases of non-compliance with the minimum productivity criterion, reporting to the Board where there are justifications (ranging from public recognition - "best paper awards", high number citations, invitation to be reporting members of the jury in outstanding foreign universities – to serious personal or family situations). This avoids the automatic application of the penalties provided for in paragraph 5 of this document.

In addition to seeking to understand the reasons for non-compliance with the minimum productivity criterion, research group leader should also endeavor to help any members of their group who do not meet this minimum to overcome the situation.

It is the responsibility of the Board to impose sanctions on IT researchers who repeatedly and unreasonably fail to meet the minimum productivity criterion.

5. Stimuli / Sanctions

Guaranteed by strategic (multiannual) funding, or other funding to be decided by the Board, incentives are provided for quality scientific production (the values of which will be reviewed annually and adjusted to the financial situation of the institution). These stimuli are described in their own Regulations and must be used by the contemplated researchers in eligible expenses, according to the FCT criteria and within the timeframes that are established, in each case (by default, one year after the stimulus is granted).

Researchers who do not meet the minimum productivity criterion without full justification will either be included in the FCT lists with a dedication proportional to the productivity criterion or, if this is not possible, as non-integrated collaborators, while maintaining all the benefits of the integrated researchers.

In the case of repeated non-compliance with the minimum productivity criterion, the PhD holding researchers of IT with non-IT contract may be removed from the IT team.

For PhD researchers with an employment relationship with IT, failure to meet the minimum productivity criterion for two consecutive years constitutes grounds for termination of the employment contract.

6. Admission of new employees

In addition to strategic criteria and other formal requirements, the admission of new PhD collaborators holding a PhD (including researchers that developed their PhD work at IT) must also comply with quality criteria comparable to those required of IT employees, taking into account, however, that the working conditions of candidates may have been significantly lower than those provided in IT.

The admission of new collaborators (PhDs), including those that developed their PhD work at IT, must be supported with a formal application process that includes at least:

- The request for integration in IT, accompanied by its justification and a work plan;
- The curriculum vitae, designed to make it possible to calculate the performance index.

Admission of candidates, even those who meet the minimum productivity criteria is not automatic. It is also the responsibility of the Board of each IT branch to authorize (or not) the admission of candidates, after hearing the head of the research group where the candidate may be integrated.

7. Researchers with less than 4 years at IT as PhD holders

New PhD holding researchers included in IT team (including those who developed their PhD work at IT) will only start counting scores for publications one year after the date of their admission to IT. However, the scores corresponding to thesis supervision and funding management responsibility starts to be counted in the month following the date admission in IT.

Any doubts regarding the interpretation and application of the Quality Policy will be decided in final by the Board.

Annex I

International conferences accepted for the Productivity Criterion
(according to [CORE Computer Science Conference Ratings - 2020](#))

AAI	National Conference of the American Association for Artificial Intelligence	A*
AAMAS	International Joint Conference on Autonomous Agents and Multiagent Systems (previously the International Conference on Multiagent Systems, ICMAS, changed in 2000)	A*
ACL	Association of Computational Linguistics	A*
ACMMM	ACM Multimedia	A*
ASPLOS	Architectural Support for Programming Languages and Operating Systems	A*
CAV	Computer Aided Verification	A*
CCS	ACM Conference on Computer and Communications Security	A*
CHI	International Conference on Human Factors in Computing Systems	A*
COLT	Conference on Learning Theory	A*
CRYPTO	Advances in Cryptology	A*
CVPR	IEEE Conference on Computer Vision and Pattern Recognition	A*
DCC	Data Compression Conference	A*
EC	ACM Conference on Economics and Computation	A*
ESEC/FSE	European Software Engineering Conference and the ACM SIGSOFT Symposium on the Foundations of Software Engineering (duplicate was listed as ESEC, removed from DB)	A*
EuroCrypt	International Conference on the Theory and Application of Cryptographic Techniques	A*
FOCS	IEEE Symposium on Foundations of Computer Science	A*
FOGA	Foundations of Genetic Algorithms	A*
HPCA	International Symposium on High Performance Computer Architecture	A*
ICAPS	International Conference on Automated Planning and Scheduling	A*
ICCV	IEEE International Conference on Computer Vision	A*
ICDE	International Conference on Data Engineering	A*
ICDM	IEEE International Conference on Data Mining	A*
ICFP	International Conference on Functional Programming	A*
ICML	International Conference on Machine Learning	A*
ICSE	International Conference on Software Engineering	A*
IEEE InfoVis	IEEE Information Visualization Conference	A*
IJCAI	International Joint Conference on Artificial Intelligence	A*
IJCAR	International Joint Conference on Automated Reasoning	A*
INFOCOM	IEEE International Conference on Computer Communications	A*
IPSN	Information Processing in Sensor Networks	A*
ISCA	ACM International Symposium on Computer Architecture	A*
ISMAR	IEEE/ACM International Symposium on Mixed and Augmented Reality	A*
ISSAC	International Symposium on Symbolic and Algebraic Computation	A*
ISWC	IEEE International Symposium on Wearable Computers	A*
KDD	ACM International Conference on Knowledge Discovery and Data Mining	A*
KR	International Conference on the Principles of Knowledge Representation and Reasoning	A*
LICS	IEEE Symposium on Logic in Computer Science	A*
MOBICOM	ACM International Conference on Mobile Computing and Networking	A*
NDSS	Usenix Network and Distributed System Security Symposium	A*
NIPS	Advances in Neural Information Processing Systems	A*

OOPSLA	ACM Conference on Object Oriented Programming Systems Languages and Applications	A*
OSDI	Usenix Symposium on Operating Systems Design and Implementation	A*
PERCOM	IEEE International Conference on Pervasive Computing and Communications	A*
PLDI	ACM-SIGPLAN Conference on Programming Language Design and Implementation	A*
PODC	ACM Symposium on Principles of Distributed Computing	A*
PODS	ACM SIGMOD-SIGACT-SIGART Conference on Principles of Database Systems	A*
POPL	ACM-SIGACT Symposium on Principles of Programming Languages	A*
RTSS	Real Time Systems Symposium	A*
SENSYS	ACM Conference on Embedded Networked Sensor Systems	A*
SIGCOMM	ACM Conference on Applications, Technologies, Architectures, and Protocols for Computer Communication	A*
SIGGRAPH	ACM SIG International Conference on Computer Graphics and Interactive Techniques	A*
SIGIR	ACM International Conference on Research and Development in Information Retrieval	A*
SIGMETRICS	Measurement and Modeling of Computer Systems	A*
SIGMOD	ACM Special Interest Group on Management of Data Conference	A*
SODA	ACM/SIAM Symposium on Discrete Algorithms	A*
SOSP	ACM SIGOPS Symposium on Operating Systems Principles	A*
SP	IEEE Symposium on Security and Privacy	A*
STOC	ACM Symposium on Theory of Computing	A*
UAI	Conference in Uncertainty in Artificial Intelligence	A*
UbiComp	ACM International Joint Conference on Pervasive and Ubiquitous Computing (PERVASIVE and UbiComp combined from 2013)	A*
USENIX-Security	Usenix Security Symposium	A*
VLDB	International Conference on Very Large Databases	A*
WSDM	ACM International Conference on Web Search and Data Mining	A*
WWW	International World Wide Web Conference	A*

