

Under the Statute of the Teaching Staff Career of the Polytechnic Higher Education (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico, ECPDESP) and the IPC Tender Regulation of Contracting of Teachers (Regulamento de Concursos para Contratação de Professores do IPC, RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2nd series, No 104, of 28/05, it is hereby made public, by my Order of 08/08/2022 by the powers invested, that the invitation to the tender hereunder has been issued within 30 business days from the publication of this public notice in the Official Gazette, international competition based on qualifications for the recruitment of one positions of Adjunct Professor for the Scientific Area of Human, Social and Medical Sciences - anatomy of the Coimbra Health School, aiming at a public employment legal relationship, celebrated as an employment contract of indefinite duration in public functions, provided for in the teaching staff statement of IPC.

This tender is a competition based on qualifications and is regulated by the provisions of the IPC Tender Regulation of Contracting of Teachers (RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2nd series, No 104, of 28/05, as well as by the Statute of the Teaching Staff Career of the Polytechnic Higher Education (ECPDESP).

1 – Tender reference: PRPD/13/2022

2 – Workplace: Coimbra Health School of the Polytechnic Institute of Coimbra

3 – Functions and remuneration:

The generic functions of polytechnic higher education teachers provided for in Article 2(A) of the ECPDESP, with the rank functions set out in Article 3(4) of the ECPDESP. The rank of Adjunct Professor corresponds to the remuneration provided for in the table attached to Executive Order No 408/89, of 18 November, as amended.

4 – Period of validity of the tender:

The tender shall be valid for the position put for tender, and shall cease with the occupation of the position set out in the publicised notice or when the same cannot be fully occupied, due to the absence or insufficient number of applicants, as well as in the cases referred to in Article 31(2) of the RCCPIPC.

5 – Admission requirements:

5.1 – General requirements: to meet, until the expiry of the deadline for the submission of applications, the admission requirements provided for in Article 17(1) of the General Employment Law in Public Functions (Lei Geral do Trabalho em Funções Públicas, LTFP), namely:

- (a) Portuguese nationality, when not exempted by the Constitution, by international convention or special law;
- (b) 18 years old;
- (c) No disqualification from the practice of public functions or no prohibition of the practice of those which the applicant proposes to perform;
- (d) Physical strength and psychic profile indispensable for the performance of the relevant duties;
- (e) Compliance with mandatory vaccination laws.

5.2 – Candidates must master the Portuguese language (spoken and written) at a level that allows the assignment of teaching service, without any communication limitations in this language.

5.3 – Special requirements: to hold, until the end of the deadline set for the submission of applications, the degree of doctor or the title of specialist in the Scientific Area of Human, Social and Medical Sciences - anatomy.

Applicants with foreign qualifications shall prove the recognition of the doctoral degree in accordance with the applicable legislation.

6 – Submission of Application:

6.1 - The applicants shall access and register on the website https://www.ipc.pt/bupc/concursos/form/concursos_docentes to submit the application, selecting the procedure they wish to apply for.

The application submission is done exclusively in digital form, in portable document format (PDF), except for documents with planned submission in other digital formats.

The application is submitted by filling in the sections available at the electronic address mentioned above.

If the application contains a classified document which reveals a commercial or industrial secret, or secrecy concerning literary, artistic or scientific property, when formalising the application, the applicant shall expressly indicate such a reservation, otherwise, the work in question will be freely accessible by any of the other applicants in the course of the procedure consultation.

6.2 Deliverables:

- a) Request for admission to the tender, addressed to the President of the Polytechnic Institute of Coimbra, containing: full name, date and place of birth, identity card/citizen card, number or foreign civil identification document (EU)/passport, residence, telephone number, e-mail address, reference to the relevant tender, with an express indication of the public notice and reference to the Official Gazette in which it was published, reference of the tender shown in point 1 of this public notice, as well as a list of the documents accompanying the request.
- b) Detailed, dated and signed curriculum vitae;
- c) Duly completed application form, specifically designed for this tender (available at <https://www.ipc.pt/bupc/candidatura>), including score grid, and also delivered in Excel format (xls or xlsx) and portable document format (pdf);
- d) Sworn statement declaring compliance with the requirements for the establishment of a public employment relationship as set out in point 5.1;
- e) Sworn statement declaring that all information and documentation included in the application is authentic, without prejudice to the actual proof, when requested;
- f) Qualification certificates;
- g) All works mentioned in the curriculum vitae, in PDF or ZIP format.
- h) Document indicating the most representative works in the applicant's curriculum vitae, up to a maximum of five;

6.3 – When submitting the application, the candidate must provide the information strictly necessary for this purpose, under the terms of this public notice, and must hide personal information that may exist in the documentation delivered, otherwise these information may be freely accessed by any of the other candidates.

6.4 – *The curriculum vitae* shall contain:

- a) Preamble containing the academic degrees and corresponding grade, professional category and, where applicable, the position currently held;
- b) Detailed and contextualised description of the curricular elements, organised in accordance with the structure of the selection criteria and methods as indicated in Annex I, in order to allow a better assessment of the data presented in said form, clause c) of point 6.3 of this public notice.

6.5 – All application documents indicated in point 6.2 shall be submitted in Portuguese or English.

6.6 – Failure to submit the supporting documents for the curriculum presented by the applicant implies not to validate the elements that should be proven, unless the jury chooses to use the option provided for in Article 27 of the RCCPIP.

6.7 - Applications that are not properly submitted or that do not fulfil the formal criteria for admission to the tender shall not be admitted in accordance with the terms laid down in the current legislation and in this public notice. The submission of any required documentation beyond the expiry of the relevant period also determines the rejection of the admission to the tender.

6.8 – No applications submitted by post or electronic mail shall be accepted.

7– Public hearings:

7.1 - If the jury considers it necessary to promote public hearings focusing on the curriculum vitae of the applicants, they shall be held in the first meeting of the jury. The dates of the public hearings shall be published at the institutional website and the eligible applicants shall be notified, under Article 9 of the RCCPIP.

8 – Criteria, method of evaluation, methodology of classification and ranking of applicants:

8.1 – The assessment of the applications shall be performed in accordance with Article 25 of the RCCPIP;

8.2 - The weighting to be assigned to the assessment parameters as well as to the selection criteria and ranking criteria is laid down in Annex I of this public notice.

8.3 - The grade shall be expressed on a scale of 0 to 100 points; applicants with a grade below 50 points shall not be approved and applicants with a grade of 50 points or more shall be approved.

8.4 - In the case of a tie, the following tiebreaker criteria shall be considered:

- a) Having more time of teaching service in Health Technologies Schools, in the area of physiology
- b) Have completed the PhD degree longer ago
- c) Have completed the specialist title longer ago

9 – Notification of the applicants:

9.1 - The notification of the applicants is made in accordance with Article 9 of the RCCPIP;

9.2 - The lists of non-approved applicants, the ranked list of approved applicants based on absolute merit and the act of approval shall be communicated to the applicants in accordance with Articles 29 and 30 of the RCCPIP.

9.3. The full procedure of the tender may be consulted by the applicants, subject to prior scheduling during opening hours, from 9 a.m. to 5 p.m. at the Polytechnic Institute of Coimbra (Instituto Politécnico de Coimbra, Rua da Misericórdia, Lagar dos Cortiços - S. Martinho do Bispo, 3045-093 Coimbra).

10 – Composition of the jury:

President: Jorge Manuel dos Santos Conde, President of the Polytechnic Institute of Coimbra

Full members:

Carlos Robalo Cordeiro, Full Professor at the Faculty of Medicine of the University of Coimbra

Adelino Moreira Leite, Full Professor at the Faculty of Medicine of the University of Porto

António Martins da Silva, Full Professor of the University of Porto

Nikolay Lukoyanov, Associate Professor at the Faculty of Medicine of the University of Porto

António Manuel de Almeida Dias, Associate Professor at the Polytechnic and University Higher Education Cooperative

Alternate members:

Telmo Manuel dos Santos Pereira, Coordinating Professor at the Coimbra Health School at the Polytechnic Institute of Coimbra

Francisco Alves, Professor Coordinating Professor at the Coimbra Health School at the Polytechnic Institute of Coimbra

The Vice-President of the Polytechnic Institute of Coimbra, José de Jesus Gaspar

Annex I

I. TECHNICAL-SCIENTIFIC AND PROFESSIONAL COMPONENT (Final Score weighting - 45%)

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
			Max.: 40 points	
1) Certified training, carried out within the scope of Higher Education, considered relevant to the area of the contest	C1	Degree in Medicine or Health Technologies	N/A	20
	C3	Master's degree in Medicine or Anatomy	N/A	20
2) Scientific production		a) Publication of papers in a scientific journal	Max.: 35 points	
	C3	i) Scientific paper in journal indexed (SCOPUS/WEB of Science)	Chapter	2
	C4	ii) Scientific paper in non-indexed journal	Chapter	0,5
		b) Publication in Book of Abstracts of scientific meeting	Max.: 2,5 points	
	C5	i) Scientific paper in indexed Book of Abstracts (SCOPUS/WEB of Science)	Abstract	0,75
	C6	ii) Scientific paper in non-indexed Book of Abstracts	Abstract	0,25
		c) Lecture / Oral Communication guest speaker in technical-scientific events	Max.: 5 points	
	C7	i) International technical-scientific event (in English)	Lecture/Oral Communication	2
	C8	ii) National technical-scientific event	Lecture/Oral Communication	1
		d) Poster presentation at a technical-scientific event	Max.: 2,5 points	
	C9	i) International technical-scientific event	Poster	1
	C10	ii) National technical-scientific event	Poster	0,5
		e) Scientific metric (Scopus)	Max.: 5 points	
	C11	i) H index	h	1
C12	ii) Number of citations	n.º	0,5	
3) Recognition / Distinctions, Awards and Grants from scientific institutions			Max.: 4 points	
	C11	i) International Award or Distinction	Award	3
	C12	ii) National Award or Distinction	Award	2
4) Organization and collaboration in technical-scientific Events		a) Participation in Organization of technical-scientific Events or scientific committees events	Max.: 2,5 points	

	C13	i) International technical-scientific event (In english)	Event	1
	C14	ii) National technical-scientific event	Event	0,5
		b) Session moderation in a technical-scientific event	Max.: 0,5 points	
	C15	i) International technical-scientific event (In english)	Event	0,25
	C16	ii) National technical-scientific event	Event	0,1
			Max.: 3 points	
5) Coordination / Editing and Review of scientific publications in Chemistry	C17	i) Reviewer of scientific papers submitted to indexed journals (SCOPUS/WEB of Science)	Scientific paper	1
	C18	ii) Reviewer of scientific papers submitted to non-indexed journals	Scientific paper	0,25
	C19	iii) Editor of indexed scientific journals (SCOPUS/WEB of Science)	per journal	1
	C20	iv) Editor of non-indexed scientific journals	per journal	0,5

II. PEDAGOGICAL COMPONENT (Final Score weighting - 45%)

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
1) Professional experience in teaching			Max.: 25 points	
	P1	Per semester of teaching in higher education in the scientific areas in which the recruitment is open	Semester	1
2) Curricular Units in Polytechnic Higher Education			Max.: 40 points	
	P2	Master's and Post Graduate Courses in the area	Curricular Units / year	0,5
	P3	Graduation Courses in anatomies areas	Curricular Units / year	1,5
3) Pedagogical Coordination			Max.: 15 points	
	P4	Head of Degree curricular units in the area in which the recruitment is open	Curricular Units / year	0,5
	P5	Head of postgraduate or master's course curricular units in the scientific areas in which the recruitment is open	Curricular Units / year	0,3
	P6	Supervision and guidance of Clinical training and Curricular Internships in the contest area	Curricular Units / year	0,5
4) Pedagogical Extension Activities			Max.: 5 points	
	P7	Teaching seminars or training courses in the area	action	0,3
	P8	Monitoring activity of international students in mobility programs, confirmed by host Higher Education Institution	por ano letivo	0,4

	P9	Participation in groups or committees, as long as nominated by the competent bodies of own Higher Education Institution	action	0,4
	P10	Member of committees that propose the creation of new study cycles, including postgraduate courses, as well as course evaluation/review processes	action	0,3
	P11	Participation in Teaching Mobility Programs, confirmed by Higher Education Institution	per mobility	3
5) Thesys, dissertations end courses orientation to obtain an academic degree			Max.: 10 points	
	P12	Orientation/co-orientation of master and doctorate dissertations/projects /internship report (concluded)	per thesis / project / report	3
	P13	Orientation/co-orientation of applied research projects at Bachelor level (concluded)	per research project	1
6) Participation in juries to obtain na academic degree ans specialist title			Max.: 5 points	
	P14	Member of doctorate Public Exams	per each jury	1,75
	P15	Member of Master's Public Exams Jury by invitation	per each jury	0,5
	P16	President of Master's Public Exams Jury	per each jury	0,25
	P17	Member of specialist title atribution Jury	per each jury	1,5

III. OTHER COMPONENT (Final Score Weighting - 10%)

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
1) Performance of positions and functions in management bodies at higher education institutiond			Max: 40 points	
	O1	President, Vice-President, Director, Subdirector of organic unit/Higher Education Institution	per semester	10
	O2	President of management bodies (School Council, Technhical-Scientific Council, Pedagogical Council)	per semester	5
	O3	Vice-president and secretary of management bodies (School Council, Technhical-Scientific Council, Pedagogical Council)	per semester	3
	O4	President of Scientific Comittee	per semester	5
	O5	Department Director	per semester	4
	O6	Master's coordinator	per semester	5

	O7	Post Graduate Coordinator	per semester	2
	O8	Members of management bodies (School Council, Technical-Scientific Council, Pedagogical Council, General Council, Management Council)	per semester	1
	O9	International Relations Coordinator	per semester	2
2) Previous clinical or investigation experience in the area			Max.: 60 points	
	O10	Experience in the recruitment area	year	10