

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 12/09/2022 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 area of Management, Finance and Marketing, 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/18/2022

2 – Workplace: Coimbra Business 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 disciplinary area for which the competition is open.

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 RCCPIPC.

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 RCCPIPC;

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.

9 – Notification of the applicants:

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

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 RCCPIPC.

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:

Amândio Pereira Baía, Coordinating Professor at the Higher School of Technology and Management, at the Polytechnic Institute of Guarda

António Eduardo Correia de Barros Antunes, Coordinating Professor at the Higher Institute of Accounting and Administration at the Polytechnic Institute of Porto

Jorge José Martins Rodrigues, Coordinating Professor at the Higher Institute of Accounting and Administration of Lisbon at the Polytechnic Institute of Lisbon

Isabel Maria Estima Costa Lourenço, Associate Professor with Aggregation at ISCTE, at the University Institute of Lisbon
Anabela Figueiredo Marcos, Coordinating Professor of the Coimbra Business School of the Polytechnic Institute of Coimbra

Alternate members:

Paula Odete Fernandes, Coordinating Professor at the Bragança Superior School of Technology and Management, at the Polytechnic Institute of Bragança;

Pedro Pinto, Coordinating Professor at the Higher School of Technology and Management of Viseu, at the Polytechnic Institute of Viseu

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

Annex I

Parameter	Points (max)	Items	Points (max)	Subitems	Valuation		
					PTS	Unit	Max
Technical-scientific and professional component (40%)	200	1.1 Academic degrees and titles	20,0	PhD and thesis directly related to the subject area the applicant is applying for or the title of specialist in the same area	15	-	15
				PhD and thesis indirectly related to the subject area the applicant is applying for or the title of specialist in the same area	8	-	8
				Master's and dissertation directly related to the subject area the applicant is applying for	5	-	5
				Master's and dissertation indirectly related to the subject area the applicant is applying for	3	-	3
		1.2 Postgraduate studies and technical-scientific specialization	10,0	MBA and postgraduate courses from Universities ou Polytechnic Institutes directly related to the subject area the candidate is applying for	5	p/ course	5
				MBA and postgraduate courses from Universities ou Polytechnic Institutes indirectly related to the subject area the candidate is applying for	3	p/ course	3
				Technical-scientific refresher courses provided by Professional Orders (OTOC, OROC, APAF; IPAI, Order of Economists or passive participation in congresses) directly related to the subject area the candidate is applying for in the last 5 years	1	p/ course	5
				Technical-scientific refresher courses provided by Professional Orders (OTOC, OROC, APAF; IPAI, Order of Economists or passive participation in congresses) indirectly related to the subject area the candidate is applying for in the last 5 years	0,5	p/ course	4
		1.3 Research and development projects in the area of Accounting, Auditing and Taxation	5,0	Collaborator in research projects (completed/ongoing)	2	2,0 p/ project completed	4
					1	1,0 p/ ongoing project	2
				Effective Member of Research Centers accredited by the FCT	5	-	5

	1.4 Publications and participation in technical-scientific congresses in the area of Accounting, Auditing and Taxation	80,0	Author or co-author of a technical-scientific book	2	p/ book	6
			Publication of articles in an international scientific journal indexed in ISI/SCOPUS or equivalent	5	p/ article	25
			Publication of technical-scientific articles in other refereed journals or book chapters	3	p/ article	30
			Publication of technical-scientific articles in other journals	2	p/ article	20
			Publication of technical-scientific articles in international conference proceedings with referee	2	p/ article	20
			Publication of technical-scientific articles in national conference proceedings with referee	1	p/ article	10
			Quotes from books and use of books in the curricular unit of undergraduate or master's degrees of higher education courses in other higher education schools	0,25	p/ quote	2,5
			Independent article quotes	0,25	p/ quote	10
			Communications presented at international congresses indexed in ISI/SCOPUS or equivalent	5	p/ communication	25
			Communications presented at international congresses with referee	3	p/ communication	30
			Communications presented at national congresses with referee	3	p/ communication	15
			International communications by invitation	2	p/ communication	6
			National communications by invitation	1	p/ communication	3
	1.5 Organization and other technical-scientific activities	20,0	Member of scientific commissions of international congresses/seminars	4	p/ congress	12
			Member of scientific commissions of national congresses/seminars	1	p/ congress	3
			Discussant/chairman in international congresses	2	p/ congress	10
			Member of the editorial board of scientific journals	2	p/ journal	6
			Referee for articles in refereed scientific journals	1	p/ article	10
			Participation in selection boards for teaching staff	1	p/ jury	6
			Participation in mobility programs	2	p/ participation	10
Evaluation of polytechnic higher education courses			2	p/ commission	2	

1.6 Orientation of theses/dissertations/end-of-course work in the area of Accounting, Auditing and Taxation	20,0	Supervision of Doctoral Theses (completed)	5	p/ supervision	5
		Joint supervision of Doctoral Theses (completed)	4	p/ supervision	12
		Supervision of Pre-Bologna Master's Dissertations (completed)	2	p/ supervision	10
		Joint supervision Pre-Bologna Master's Dissertations (completed)	1,5	p/ supervision	7,5
		Supervision of Dissertation/Project/Master's Internship (Bologna) (completed)	1,5	p/ supervision	15
		Joint supervision de of Dissertation/Project/Master's Internship (Bologna) (completed)	1	p/ supervision	10
		Supervision of end-of-course work (completed)	0,25	p/ supervision	2,5
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1.7 Participation in academic examination boards in the area of Accounting, Auditing and Taxation	20,0	Doctoral thesis discussant	2	p/ discussion	4
		Member of the jury of doctoral thesis	1,5	p/ participation	6
		Dissertation/project/internship or end-of-course work discussant	1	p/ discussion	10
		Member of the jury of dissertation/project/intership or end-of-work	0,5	p/ participation	10
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1.8 Professional activities with relevance to the area of Accounting, Auditing and Taxation	25,0	Services, studies/projects or opinions provided externally prepared within the scope of ISCAC	7,5	p/ service	15
		Professional experience in activities outside the academic environment related to the subject area of the present public tender, according to annex A			20
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Pedagogical component (40%)	200	2.1 Experience and dedication to teaching	120,0	Teaching experience in polytechnic higher education in the area of Accounting, Auditing and Taxation > 15 years	60	-	60	
				Teaching experience in polytechnic higher education in the area of Accounting, Auditing and Taxation > 5 anos - <= 15 anos	40	-	40	
				Teaching experience in other polytechnic teaching institutions in the area of Accounting, Auditing and Taxation	6	year/fraction	18	
				Teaching experience in university higher education in the area of Accounting, Auditing and Taxation	4	year/fraction	12	
				Responsible for different curricular units in the area of Accounting, Auditing and Taxation	5	p/ curricular unit	25	
				Number of different curricular units taught in the area of Accounting, Auditing and Taxation (not cumulative with the previous number)	3	p/ curricular unit	15	
				Speaker in pedagogical actions, outside the scope of DSD	0,5	p/ action	2	
				Pedagogical and research courses	1	p/ action	4	
	2.2 Preparation of manuals/textbooks	40,0	Preparation of teaching support manuals, in the area of Accounting, Auditing and Taxation, covering at least 75% of the subject of the curricular unit (T and TP classes, maximum 1 element per CU)	7,5	p/ manual	37,5		
			Preparation of workbooks, in the area of Accounting, Auditing and Taxation, covering at least 75% of the subject of the curricular unit (maximum 1 element per UC)	6	p/ manual	30		
	2.3 Teaching quality, pedagogical organization and others	40,0	Monitoring of internship students in the area of Accounting, Auditing and Taxation	0,5	p/ student	2,5		
			Teacher evaluation of teaching performance by the institution in the last 5 years	6 pts Excellet; 4 pts Very Good; 2 pts Good	p/ year	30		
			Students' surveys in the last 5 years	2 pts Excellent; 1,5 pts Very Good; 1 Good	p/ year	10		
			Training or refresher courses, with a minimum of 6 hours, in the last 5 years	2,5	p/ action	7,5		

				Other curricular activities	2,5	p/ action	5
Organizational Component (other activities with relevance to the IPC) (20%)	200	3.1 Management and participation in collegiate bodies and academic responsibility	140,0	School President	30	p /year/fraction	60
				School Vice-President	25	p/ year/fraction	50
				President of the statutory bodies of the School	25	p/ year/fraction	50
				Vice-President of the statutory bodies of the School	12	p/ year/fraction	24
				Secretary of the statutory bodies of the School	6	p/ year/fraction	12
				Member of the statutory bodies of the School	6	p/ year/fraction	12
				Positions at the Polytechnic Institute (IP) (vice-president, pro-president, administrator)	15	p/ year/fraction	30
				Member of IP bodies	3	p/ year/fraction	6
				Subject area sector coordinator	20	p/ year/fraction	40
				Disciplinary area coordinator	18	p/ year/fraction	36
				Disciplinary group coordinator	16	p/ year/fraction	32
				Master's coordinator	18	p/ year/fraction	36
				Degree coordinator	18	p/ year/fraction	36
				Member of the course coordination committee	2	p/ year/fraction	4
				Postgraduation coordinator	15	p/ year/fraction	30
				CET's coordinator	5	p/ year/fraction	10
				Ctesp's coordinator	5	p/ year/fraction	10
		Member of the teaching staff performance evaluation section	7,5	p/ year/fraction	15		
		Member of ad-hoc committees of bodies	2	commision	4		
		3.2 Other activities	60,0	President of congress organizing committee	4,5	event	13,5
				Member of congress organizing committee	4	event	12
				Organization of seminars	2	event	8
				Participation in non-scientific juries	3	participation	12
				SIGQ collaborator	4	p/ year/fraction	8
				Collaboration with secondary schools and promotion of school courses	1	event	3

			Head of Department (International Relations, Public Relations, BS, etc.)	6	p/ year/fraction	12
			Member of Department (International Relations, Public Relations, BS, etc.)	3	p/ year/fraction	6