

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, 2<sup>nd</sup> series, No 104, of 28/05, it is hereby made public, by my Order of 19/10/2020 by the powers invested in me by Order No 7301/2017, published in the Official Gazette, 2<sup>nd</sup> series, No 158, of 18 August, 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 a position of Adjunct Professor for the scientific area of Neurophysiology, of the Coimbra School of Higher Health Technology (Escola Superior de Tecnologia da Saúde de Coimbra), 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 (Regulamento de Concursos para Contratação de Professores do IPC, RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2<sup>nd</sup> series, No 104, of 28/05, as well as by the Statute of the Teaching Staff Career of the Polytechnic Higher Education (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico, ECPDESP).

1 – Tender reference: **PRPD/23/2020**

2 – Workplace: Coimbra School of Higher Health Technology 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 RCCPIP.

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 – 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 area or tender-related area.

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/candidatura> 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).
- 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 – *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.

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

6.5 – 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 RCCPIPC.

6.6 - 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.

6.7 – 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, agreed at the meeting of the Scientific Technical Council of the Coimbra School of Higher Health Technology, of 5/02/2020, as amended on 19/12/2020, 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, in order of priority:

- (a) to have completed the doctoral degree at an earlier date;
- (b) to have completed the specialisation at an earlier date;
- (c) longer length of teaching service in the field.

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, at the location and time referred to in point 5 of this Public Notice.

10 – Composition of the jury:

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

Full members:

Carlos Manuel Silva Robalo Cordeiro, Full Professor, Faculty of Medicine, University of Coimbra.

António Martins da Silva, Full Professor, School of Medicine and Biomedical Sciences (Instituto de Ciências Biomédicas Abel Salazar), University of Porto.

João Carlos Gomes Lobato, Coordinating Professor, Lisbon School of Health Technology, Polytechnic Institute of Lisbon.

Graciano do Nascimento Nobre Paulo, Coordinating Professor, School of Higher Health Technology, Polytechnic Institute of Coimbra.

Manuel de Almeida Correia, Coordinating Professor, Lisbon School of Health Technology, Polytechnic Institute of Lisbon.

Alternate members:

Margarida Maria Fernandes Serrano, Coordinating Professor, College of Agriculture, Polytechnic Institute of Coimbra.

Ana Paula Monteiro Amaral, Coordinating Professor, School of Higher Health Technology, Polytechnic Institute of Coimbra.

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