

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 29/07/2022 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 position of Adjunct Professor for the disciplinary area of Marketing, of the Oliveira do Hospital Management and Technology 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, 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 (ECPDESP).

1 – Tender reference: PRPD/2/2022

2 – Workplace: Oliveira do Hospital Management and Technology 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 of the tender or 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) Sworn statement declaring compliance with the requirements for the establishment of a public employment relationship as set out in point 5.1 and 5.2;
- d) Sworn statement declaring that all information and documentation included in the application is authentic, without prejudice to the actual proof, when requested;
- e) Qualification certificates;
- f) All works mentioned in the curriculum vitae, in PDF or ZIP format.

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 8.2. in order to allow a better assessment of the data presented in said form.

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 RCCPIPC.

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 are as follows: **I. THE SCIENTIFIC TECHNICAL COMPONENT - weighting of 40% in the final mark.**

Item	Criteria	Unit	Points	Maximum
1	Doctorate in the disciplinary area of the tender	per doctorate	40	40
2	Doctorate in a related area of the disciplinary area of the tender	per doctorate	10	10
3	Title of specialist in the area CNAEF 342 - Marketing and Publicity	per title of specialist	10	10
4	Postgraduate specialisation course in the disciplinary area of the tender or related area with more than 30 ECTS or 100 hours	per postgraduate course or specialisation	3	6
5	Updated Scientific Technical Course or the participation in scientific meetings in the disciplinary area of the tender or related area	per course or scientific encounter	1	10
6	Scientific Technical book with ISBN	per book	3	30
7	Scientific Technical book chapter with ISBN	per chapter	1,5	15
8	Article in a scientific magazine indexed in the ISI/SCOPUS	per article	4	40
9	Article in other scientific magazines with arbitration	Per article	1,5	15
10	Registered article of scientific meeting	per article	1,25	12,5
11	Oral presentation by invitation in a scientific meeting	per presentation	1,25	12,5
12	Oral presentation in a scientific meeting not accounted for in prior items	per presentation	1	10
13	Poster or work summary in a scientific event	per poster or summary	0,5	5
14	Registered patent	per patent	3	30

Item	Criteria	Unit	Points	Maximum
15	Scientific prize	per prize	3	30
16	Article, book, or chapter citation proved to be from SCOPUS	per citation	0,15	7,5
17	Member of the organising committee of the scientific technical meeting	per meeting	2,25	22,5
18	Member of the scientific committee of the scientific technical meeting	per meeting	1,15	11,5
19	Chairman/moderator of the scientific technical meeting	per meeting	0,75	7,5
20	Editor or member of the editorial board of a scientific journal indexed in ISI/Scopus or a special issue of a scientific journal indexed in ISI/SCOPUS	per magazine or special magazine issue	2,25	22,5
21	Editor or member of the editorial board of other scientific magazines or of a special issue of other scientific magazines	per magazine or special magazine issue	1,5	15
22	Reviewer of articles in a scientific magazine indexed in ISI/SCOPUS	per article	0,75	7,5
23	Reviewer of articles in other scientific magazines with arbitration	per article	0,5	5
24	Reviewer of articles in a scientific technical meeting	per article	0,4	4
25	Coordination of a financed investigation project	per project	3	15
26	Participation in a financed investigation project	per project	1,5	7,5
27	Integrated member of the Investigation Centre accredited by FCT	per Investigation Centre	3	3
28	Collaborating member of the Investigation Centre accredited by FCT	per Investigation Centre	1,5	3
29	Doctorate thesis guidance (concluded)	per guidance	7,5	37,5
30	Co-orientation of the Doctorate thesis (concluded)	per co-orientation	4	20
31	Member of the jury of the Doctorate thesis appraisal (except advisor)	per jury	1,5	15
32	Member of the jury for the specialist title attribution	per jury	1,15	11,5
<b>Total</b>				<b>100</b>



II. PEDAGOGICAL COMPONENT – Weighting of 40% in the final mark

Item	Criteria	Units	Points	Maximum
1	Teaching experience in higher education on a full-time basis (for part time experience, consider the corresponding proportion)	per academic year or fraction	2	10
2	Total number of different curricular units taught in the disciplinary area of the tender or related area	per curricular unit	3	30
3	Responsibility per curricular unit in the disciplinary area of the tender or related area (with at least 20% of the workload of the UC taught)	per curricular unit in each school year	1	10
4	The teaching of seminars or training actions not accounted for in the distribution of teachers' service	per seminar or action	1	10
5	Participation in teaching mobility programmes	per mobility	2	20
6	Dissertation guidance, project or master's internship (concluded)	per mobility	2	20
7	Dissertation Co-orientation, project or master's internship (concluded)	per co-orientation	1	10
8	Internship guidance or degree project (concluded)	per guidance	1	10
9	Internship co-orientation or degree project (concluded)	per guidance	0,5	5
10	Internship guidance of the CTeSP or CET (concluded)	per guidance	0,5	5
11	Internship co-orientation of the CTeSP or CET (concluded)	per guidance	0,25	2,5
12	Dissertation appreciation jury member, project or master's internship (except advisor)	per jury	0,6	6
13	Internship appreciation jury member, or degree project (except advisor)	per jury	0,4	4
14	Jury member for the internship evaluation of the CTeSP or CET (except advisor)	per jury	0,2	2
15	The frequency of the pedagogical training actions with the duration inferior to 25 hours	per training action	0,5	5
16	The frequency of the pedagogical training actions with the duration equal to or greater than 25 hours	per training action	1	10
17	Preparation of support books for teachers with an ISBN	per book	4	40
<b>Total</b>				<b>100</b>

III. ORGANIZATIONAL COMPONENT - Weighting of 20% in the final mark



Item	Criteria	Units	Points	Maximum
1	President or Rector of the Higher Education Institution (IES)	per year or fraction	20	80
2	Vice-President or the Vice-Rector of the IES	per year or fraction	16	64
3	Pro-President or Pro-Rector of the IES	per year or fraction	12	48
4	Administrator of the IES	per year or fraction	16	64
5	Administrator of the social action services of the IES	per year or fraction	16	64
6	Member of the general council or senate of the IES	per year or fraction	4	16
7	President or Director of the Organic Unit (UO)	per year or fraction	20	80
8	Vice-President or Deputy Director of the UO	per year or fraction	16	64
9	President of the Scientific Technical Council	per year or fraction	16	64
10	President of the Pedagogical Council	per year or fraction	12	48
11	President of the Assembly of Representatives or School Board	per year or fraction	8	32
12	Vice-President or Secretary of the Scientific Technical Council	per year or fraction	6	24
13	Vice-President or Secretary of the Pedagogical Council	per year or fraction	4,5	18
14	Vice-President or Secretary of the Assembly of Representatives or School Board	per year or fraction	3	12
15	Member of the Scientific Technical Council (except the president, vice-president, and secretary)	per year or fraction	4	16
16	Member of the Pedagogical Council (except the president, vice-president, and secretary)	per year or fraction	3	12
17	Member of the Assembly of Representatives or of the School Board (except the president, vice-president, and secretary)	per year or fraction	2	8
18	President of the department	per year or fraction	6	24



Item	Criteria	Units	Points	Maximum
19	Vice-President of the department	per year or fraction	2	8
20	Coordinator of the scientific area	per year or fraction	4	16
21	Coordinator of the master's degree course	per year or fraction	6	24
22	Member of the master's coordinating committee	per year or fraction	4	16
23	Director of the degree course	per year or fraction	6	24
24	Coordinator of the CTeSP	per year or fraction	4	16
25	Coordinator of the CET	per year or fraction	4	16
26	President of the jury of the tender for the admission and entry of the students (over 23 years of age; special tenders; international students; masters; CTeSPs; CETs)	per tender	2	20
27	Member of the jury of the tender for the admission and entry of students (over 23 years of age; special tenders; international students; masters; CTeSPs; CETs)	per tender	1	10
28	Head of the current master's degree or degree accreditation committee (PEP)	per study cycle	8	80
29	Member of the current master's degree or degree accreditation committee	per study cycle	4	40
30	Head of the new master's degree or degree accreditation committee	per study cycle	8	80
31	Member of the new master's degree or degree accreditation committee	per study cycle	4	40
32	Head of the committee responsible for the creation of the new CTeSP ou CET	per study cycle	4	40
33	Member of the commission in charge of creating the new CTeSP ou CET	per study cycle	2	20
34	Member of the commission in charge of creating the post-graduation	per course	2	20
35	Member of the commission in charge of creating a brief course	per course	0,5	5





Item	Criteria	Units	Points	Maximum
36	Internal quality auditor	per audit	0,4	4
37	Responsible for international relations	per year or fraction	2	20
38	Organization of conferences, seminars and workshops	per organization	0,5	10
39	Training activities, of the participation in projects and provision of services abroad/ to the exterior	per training, project, or service	1	20
40	Issuance of an opinion on admission to the tests for the attribution of the title of specialist	per opinion	1	10
41	Member of the external evaluation of the A3ES	per commission	2	20
<b>Total</b>				<b>100</b>

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 in the score, the following criteria will be used successively to break the tie:

- a) The highest mark of the scientific technical component;
- b) The highest mark of the pedagogical component;
- c) The highest mark of the organizational component;
- d) The highest mark of the component without considering the maximum limits;

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



**Instituto  
Politécnico  
de Coimbra**

## PUBLIC NOTICE

PRPD/2/2022

Full members:

Paulo Miguel Rasquinho Ferreira Rita, Professor at the “Instituto Superior de Estatística e Gestão da Informação da Universidade Nova of Lisbon”

Alzira Maria da Ascensão Marques, Coordinating Professor at the “Escola Superior de Tecnologia e Gestão do Instituto Politécnico of Leiria”

Joaquim Gonçalves Antunes, Coordinating Professor at the “Escola Superior de Tecnologia e Gestão de Viseu of the Instituto Politécnico de Viseu”

Maria Manuela Santos Natário, Coordinating Professor at the “Escola Superior de Tecnologia e Gestão do Instituto Politécnico of Guarda”

Anabela Maria Bello da Silveira Baptista de Figueiredo Marcos, Coordinating Professor of the “Instituto Superior de Contabilidade e Administração of Coimbra do Instituto Politécnico of Coimbra”

Alternative members:

António Carrizo Moreira, Associate Professor of the Department of Economy, Management, Industrial Engineering and Tourism of the University of Aveiro

Cristela Maia Bairrada, Assistant Professor at the “Faculdade de Economia da Universidade of Coimbra”.

12.08.2022 - The Vice-President of the Polytechnic Institute of Coimbra, José de Jesus Gaspar