

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 13/05/2024 by the powers invested by Order no 6711/2023, published in the Official Gazette, 2nd series, No 119, of 21/06, 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 dietetics and nutrition, 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/10/2024

2 – Workplace: Coimbra Health School of Polytechnic University 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: 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 or area related to that 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.

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 contextualized description of the curricular elements, organized according to the scoring grid, as per annex 1, in order to allow a better appreciation of the data presented in the form referred to in subparagraph c) of point 6.2 of this 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 26 of the RCCIPC.

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.

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

- a) Having completed a Doctorate degree more recently.
- b) Have completed the specialist title longer ago;
- c) have more teaching experience in the area of Dietetics and Nutrition.

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 University of Coimbra

Full members:

Maria Helena Soares Vieira Loureiro, Coordinating Professor at the Higher School of Health Technology of Coimbra at the Polytechnic Institute of Coimbra

Lino Jorge de Jesus Mendes, Coordinating Professor at the Lisbon Higher School of Health Technology at the Polytechnic Institute of Lisbon

Vânia Sofia Santos Ribeiro, Coordinating Professor at the Polytechnic Institute of Leiria

Maria Palma Mateus, Coordinating Professor at the University of Algarve

Lélita da Conceição dos Santos, Associate Professor with guest aggregation at the Faculty of Medicine of the University of Coimbra

Alternate members:

Marisa Cebola, Coordinating Professor at the Lisbon Higher School of Health Technology of the Polytechnic Institute of Lisbon

Ana Lúcia Baltazar dos Santos, Coordinating Professor at the Coimbra Higher School of Health Technology at the Polytechnic Institute of Coimbra

The Vice-President of the Polytechnic Institute of Coimbra, Daniel Jorge Roque Martins Gomes

ANNEX I

**I. TECHNICAL-SCIENTIFIC AND PROFESSIONAL COMPONENT
(Weighting in the Final Score - 45%)**

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
1) Certified training, carried out within the scope of Higher Education, considered relevant to the area of the competition			Máx.: 50 points	
	C1	Degree in the area of opening the competition	Course	30
	C2	Master's degree in the area of open competition	Course	12,5
	C3	Postgraduate/Course in the area open to competition with a minimum of 30 ECTS or 100 hours	Course	7,5
<i>Sub-total</i>				
2) Scientific Production		a) Publication of articles in a scientific journal	Máx.: 20 points	
	C4	i) Article in an indexed journal (SCOPUS/WEB of Science)	Article	2
	C5	ii) Article in a non-indexed journal	Article	2
	C6	iii) Book publication	Book	1
	C7	iv) Publication of a book chapter	Chapter	0,5
		b) Publication in a book of abstracts of scientific meetings	Máx.: 2 points	
	C8	i) Indexed book of abstracts (SCOPUS/WEB of Science)	Resume	0,5
	C9	ii) Book of abstracts not indexed	Resume	0,15
		c) Oral presentation at technical-scientific events	Máx.: 5 points	
	C10	i) International technical-scientific event by invitation (English language)	Presentation	1
	C11	ii) National technical-scientific event by invitation	Presentation	0,5
	C12	iii) International technical-scientific event (English language)	Presentation	0,75
	C13	iv) National technical-scientific event	Presentation	0,3
		d) Poster presentation at a technical-scientific event	Máx.: 1,5 points	
C14	i) International technical-scientific event (English language)	Poster	0,5	
C15	ii) National technical-scientific event	Poster	0,25	
	e) Scientific metrics (Scopus)	Máx.: 5 points		
C16	i) Index h	h	1	
C17	ii) Number of citations	n.º	0,2	
<i>Sub-Total</i>				
3) Scientific, academic and professional awards, and distinctions from scientific societies or public and private entities			Máx.: 6 points	
	C18	i) International award or distinction	Award	3
C19	ii) National award or distinction	Award	2	

<i>Sub-Total</i>				
4) Organization, collaboration in technical-scientific events		a) Participation in the Organizing Committee or in the Scientific Committee of technical-scientific events	Máx.: 2 points	
	C20	i) International technical-scientific event (English language)	Event	0,5
	C21	ii) National technical-scientific event	Event	0,25
		b) Session moderation at a technical-scientific event	Máx.: 0,5 points	
	C22	i) International technical-scientific event (English language)	Event	0,25
	C23	ii) National technical-scientific event	Event	0,15
<i>Sub-Total</i>				
5) Participation in the team of funded projects			Máx.: 7 points	
	C24	i) Participation in international projects funded as Principal Investigator	Project	2,5
	C25	ii) Participation in international projects funded as a Researcher	Project	1,5
	C26	iii) Participation in national funded projects as Principal Investigator	Project	2
	C27	iv) Participation in national projects funded as a Researcher	Project	1,5
<i>Sub-total</i>				
6) Coordination/Editing and Proofreading of scientific publications			Máx.: 1 points	
	C28	i) Reviewer of scientific articles submitted to indexed journals	Article	0,25
	C29	ii) Reviewer of scientific articles submitted to non-indexed journals	Article	0,1
	C30	iii) Editor of indexed scientific journals	By magazine	1
	C31	iv) Editor of non-indexed scientific journals	By magazine	0,5

II. PEDAGOGICAL COMPONENT (Weighting in the Final Score - 45%)

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
1) Professional experience in teaching			Máx.: 25 points	
	P1	By Semester of teaching in higher education in the area to be applied	Semester	1
<i>Sub-Total</i>				
2) Curricular units taught in higher education			Máx.: 35 points	
	P2	Master's and/or Postgraduate courses with a minimum of 30 ECTS or 100 hours in the area to be applied	u.c./year	1
	P3	Bachelor's Degree Courses in the area in competition	u.c./year	1,5
<i>Sub-Total</i>				

3) Pedagogical Coordination	P4	Holders of curricular units of the Bachelor's Degree course in the area to be competed	u.c./year	0,5
	P5	Holders of Master's and/or Postgraduate course curricular units with a minimum of 30 ECTS or 100 hours in the area to be applied	u.c./year	0,3
	P6	Supervision and guidance of Clinical Teaching and Curricular Internships in the area in the competition	u.c./year	1
	Sub-Total			
4) Pedagogical Extension Activities	Máx.: 5 points			
	P7	Teaching seminars and training courses in the area in the competition	action	0,3
	P8	Activity of accompanying international students in mobility programs, proven by the HEI	per academic year	0,4
	P9	Participation in groups or committees as long as they are appointed by the competent bodies of the HEI	action	0,4
	P10	Member of committees that propose the creation of new study cycles, including postgraduate courses	action	0,5
	P11	Participation in Teaching Mobility Programs, duly approved by the HEI	by mobility	1
Sub-Total				
6) Supervision of theses, dissertations and end-of-course work leading to an Academic Degree	Máx.: 15 points			
	P12	Dissertation supervision/co-supervision PhD (completed)	by dissertation / project / report	3
	P13	Supervision/co-supervision of master's dissertation/project/internship report (completed)	by dissertation / project / report	2
	P14	Supervision/co-supervision of applied research work in a bachelor's degree (completed)	for applied research work	1
Sub-Total				
7) Participation in juries of tests to obtain an academic degree and the title of Specialist	Máx.: 5 points			
	P15	Member of the jury of Public PhD examinations	for each jury	3
	P16	Member of the jury of public examinations for an academic degree in master's or bachelor's degree by invitation	for each jury	1
	P17	President of the jury of public examinations for obtaining an academic degree in master's or bachelor's degree	for each jury	0,5
	P18	Member of the Jury for the attribution of the title of specialist	for each jury	1,5
Sub-Total				

III. OTHER RELEVANT ACTIVITIES (Weighting in the Final Score - 10%)

Dimension	Item	Elements to be valued	Unit	Points
I	II	III	IV	V
1) Positions and functions in management bodies in higher education institutions			Máx: 40 points	
	O1	President, Vice-President, Director, Subdirector of organic unit/Higher Education Institution	Semester	1
	O2	President of management bodies (School Council, Technical-Scientific Council, Pedagogical Council)	Semester	1
	O3	Vice-president and secretary of management bodies (School Council, Technical-Scientific Council, Pedagogical Council)	Semester	1
	O4	President of Scientific Committee	Semester	1,5
	O5	Department Director	Semester	1,5
	O6	Master's coordinator	Semester	1
	O7	Post Graduate Coordinator	Semester	1
	O8	Members of management bodies (School Council, Technical-Scientific Council, Pedagogical Council, General Council, Management Council)	Semester	0,25
	O9	International Relations Coordinator	Semester	1
<i>Sub-Total</i>				
2) Clinical experience or internship supervision in the area of the competition			Máx.: 60 points	
	O10	Experience in Clinical Nutrition	year	10
	O11	Orientation of internships to the Order of Nutritionists	by stage	5
<i>Sub-Total</i>				