



UNIVERSIDADE DE COIMBRA

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**PUBLIC NOTICE
(Assistant Professor)**

I publicly announce that, by my order of 26/12/2018, an international tender for 1 position of Assistant Professor in the field of Electrical and Computer Engineering, subfield of Automations and Robotics, is hereby open for 60 working days following the publication of the present notice in *Diário da República* [Official Journal of the Portuguese Republic]. The stated position will be held under a public service employment contract of unspecified duration at the Faculty of Sciences and Technology of the University of Coimbra.

This international tender shall be conducted pursuant to the *Estatuto da Carreira Docente Universitária* [University Teaching Career Statute] in its latest version, hereinafter referred to as ECDU, and the *Regulamento de Recrutamento e Contratação de Pessoal Docente da Universidade de Coimbra* [Regulation on the Recruitment and Hiring of Teaching Staff of the University of Coimbra], hereinafter referred to as RRCPDUC, Regulation No. 330/2016, of 29 March, as well as further applicable legislation.

I – Reference and Place of Work:

I.1 Public tender reference: P053-18-7667.

I.2 Place of Work: University of Coimbra, Faculty of Sciences and Technology.

II – Admission Requirements:

II.1 Applicants shall be at least 18 years of age or older, not be inhibited to holding a job in the public sector nor forbidden to perform the intended position; applicants shall also be in good health and possess the psychological profile required for the job and shall meet the compulsory vaccination requirements.

II.2 At the time of application, applicants shall hold a Ph.D., recognised in Portugal, in the above-mentioned scientific field or in a correlated one, in which case the applicant's scientific background shall demonstrate the ability to thoroughly develop work in the main field of the tender [].

II.3 Applicants who are non-native speakers of either Portuguese or English, shall attest their proficiency at level C1 of the Common European Framework of Reference for Languages (CEFR) in, at least, one of those languages.

III – Application

III.1 Submission: Each candidate shall submit, on penalty of exclusion, a copy both in paper



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and digital format, the latter exclusively in *portable document format (pdf)*, of the documents listed below, with the exception of the documents referred in III.1.5. to III.1.7., which should be submitted only in digital format. If the candidate is justifiably unable to provide paper or digital copies, a number of 7 copies shall be submitted in the most suitable format, unless reproduction is not feasible, in which case the number of copies may be, justifiably, inferior. If any of the works/papers mentioned in the *Curriculum Vitae* contain classified information, revealing trade or industrial secrets or literary, artistic or scientific property secrets, candidates shall, upon submission of their application, explicitly indicate that fact; otherwise their works/papers can be freely accessed by any of the other applicants when consulting the tender records.

III.1.1 Formal request with the following mandatory information:

- a) Identification of the post to which the candidate is applying (career, category and field of study), mentioning this tender's reference number above indicated above (I.1);
- b) Full name and address;
- c) E-mail and Phone number(s), to be used in future communications and notifications within this tender, in addition to notification by Public Notice;
- d) Statement under oath attesting the compliance of the candidate with the general requirements for recruitment within public administration, as defined above (II.1);
- e) Candidates officially residing at more than 500 km from Coimbra may request their Public Hearing, if applicable, to be held by teleconference;
- f) Statement under oath by non-native speakers of Portuguese or English, attesting their language proficiency as required above (II.3);
- g) Statement under oath attesting the authenticity of all the information and documents provided in the application, without prejudice of making proof upon request.

III.1.2 *Curriculum Vitae* duly dated and signed

The *Curriculum Vitae* shall include a foreword with the candidate's full professional background in higher education institutions, when applicable, with reference to category, field or scientific area, identification of the higher education institution in which the candidate has exercised functions, type and length of the contract, specifying the position and type of contract held at the time of application. The foreword shall also include a summary clearly demonstrating that the candidate specialises in the scientific field for which this tender is open.

The candidate's *Curriculum Vitae* shall be structured in order to separately respond to the different items listed below in IV.2; Candidates shall also justifiably identify, on penalty of exclusion, 3 to 6 of their most relevant works/papers that have contributed to the development of the scientific field for which this tender is open.



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III.1.3 Career development plan, concerning the research lines in the scientific field for which this tender is open and which the candidate intends to develop at the University of Coimbra. This plan shall meet the following requirements: Presentation of the main issues on which the candidate intends to focus his/her future research, based on the current state-of-the-art context; Short and summarised description of the research strategies the candidate intends to adopt to develop research and to solve or contribute to the solving of the above-mentioned issues; Explanation of reasons and motivations for the presented choices.

III.1.4 Copy of qualification certificates. On penalty of exclusion, candidates with qualifications obtained abroad shall make proof that their Ph.D. was recognised pursuant to Decree-Law No. 283/83 of 21 June or otherwise registered under Decree-Law No. 341/2007, of 12 October. The candidates who hold a public service employment contract with the University of Coimbra are exempt from this submission, and should request this exemption on the ground that the qualification certificates are already in their individual process.

III.1.5 Separate copy of the 3 to 6 of the candidates' most relevant works/papers that have contributed to the development of the scientific field for which this tender is open.

III.1.6. Copy of all works/papers mentioned in the *Curriculum Vitae*.

III.1.7 Any other information considered relevant by the candidate.

III.2 All application documents above indicated in III.1 shall be submitted in either Portuguese or English, exception made to those mentioned in III.1.6 and III.1.7, which may be submitted in a different language. If the original documents mentioned under III.1.4 and III.1.5 are written in a language other than Portuguese or English, candidates are required to include a version in one of those languages. Exception is made to Diplomas, when written in Latin, in which case no translation is required.

III.3 Submission: In person at the Human Resources Management Service of the University of Coimbra, during the working hours available at <http://www.uc.pt/drh/contactos> or sent by registered post mail to Serviço de Gestão de Recursos Humanos da Universidade de Coimbra, Edifício da Faculdade de Medicina, Rua Larga, 3004-504 Coimbra, Portugal, mentioning the tender reference above (I.1).

III.4 Applications that do not comply with the instructions or that fail to meet the tender's formal requirements, pursuant to the applicable laws and to this Public Notice, shall not be accepted. In the same way, if the submission of required documents or papers are submitted outside the established timeframe, the application will not be accepted.



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IV – Selection methods and criteria:

IV.1. Selection Methods: CV Assessment (50%) + Public Hearing (50%) + Approval on Absolute Merit (qualification criterion) followed by the candidates' final ranking.

IV.1.1 If the Selection Committee exceptionally decides, in the first meeting, not to apply the Public Hearing, the CV Assessment shall have a weight of 100% of the score, followed by the Approval on Absolute Merit (qualification criterion) and the candidates' final ranking.

IV.2 Selection criteria for both CV Assessment and Public Hearing are: scientific performance and pedagogical skills of the candidates, as well as other activities deemed relevant with regard to the mission of a global university, in accordance with the assessment of the parameters mentioned below.

IV.2.1 Scientific performance of the candidate in the research area(s) for which the tender is open, with a weight of 80%, based on the following parameters:

IV.2.1.1 Scientific production: the relevance of the results presented by the candidate with particular focus on the works/papers selected as the most representative of their contribution to the development of the scientific field for which the tender is open;

IV.2.1.2. National and international impact and recognition of scientific production: recognition by the scientific community regarding the results presented in the scientific field for which the tender is open;

IV.2.1.3 Future scientific prospects: the ability of the candidate to show that, in the future, they can have a very relevant scientific production in the University of Coimbra, namely based on the submitted career development plans;

IV.2.1.4. Coordination and participation in scientific projects: previous experience of candidates and their potential for beneficially and successfully coordinating and participating in nationally and internationally funded projects in the scientific field for which the tender is open;

IV.2.1.5 Active participation in the community within and outside of the university: active participation in the community, namely through organizational and management duties in scientific activities, transfer of knowledge to society and participation in assessment tasks and, in general, all activities pursued by the candidate that demonstrate the skills to develop, with great quality, the activities of a global, extremely productive and scientifically recognized university.



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IV.2.2 Pedagogical skills of the candidate, with a weight of 20%, will be assessed based on the following parameters:

IV.2.2.1. Teaching activity: if existing, previous teaching activity, including supporting activities, as well as evidence of the skills to successfully carry out teaching. This will be based on the available pedagogical assessment tools, namely pedagogical surveys, the results of which candidates are required to include in their CV, and other relevant indicators, such as awards and other prizes;

IV.2.2.2. Supervision and guidance activities: activities of supervision, advising and guidance of students performed by the candidate;

IV.2.2.3. Pedagogical materials produced: the quality and the quantity of pedagogical materials produced by the candidate will be assessed, as well as the relevance and impact of pedagogical publications, awards and other prizes;

IV.2.2.4. Active participation in the community within and outside the university: active participation in the community, namely through organizational and management duties in pedagogical and knowledge transfer activities and, in general, all activities pursued by the candidate that demonstrate the skills to perform, with great quality, the activities of a global, extremely productive and pedagogically effective university.

IV.2.3. Development, by the candidate, of other activities relevant for the mission of a global university may justifiably enhance the assessment of the parameters mentioned above under IV.2.1 and IV.2.2., whenever the scope of such activities is considered to influence the performance of the candidate in relation to those parameters and the results of these activities are considered to possess the required quality to justify this enhancement.

IV.3 Each member of the Selection Committee shall assess candidates with regard to both selection methods, CV Assessment and Public Hearing, scoring each of the selection criteria (scientific performance, pedagogical skills). The global score given by each member of the Selection Committee regarding each selection method is based on the weighted average of the scores given on each selection criterion, with the weights mentioned in IV.2.1 and IV.2.2. The final score given by each member of the Selection Committee to each candidate is based on the simple average of global score obtained with regard to each assessment method - CV Assessment and Public Hearing.

Candidates are then subject to the approval on Absolute Merit, followed by their ranking as mentioned below in section VI. If the Public Hearing does not take place, only the result of the



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CV Assessment method will be considered, followed by the approval on Absolute Merit and the candidates' ranking as indicated below in section VI.

IV.4. All candidates complying with the application requirements are subject to the CV Assessment, which shall be conducted under the criteria and evaluation parameters above mentioned (IV.2). However, only the first 5 candidates ranked according to section VI will be deemed approved and subsequently called for the Public Hearing, if it takes place.

IV.5 The candidates that can contribute to enhancing the activities of the UC at global level, pursuant to section 19 of RRCPDUC [Regulation on the Recruitment and Hiring of Teaching Staff of the University of Coimbra], are approved on Absolute Merit. This judgement is based on the selection criteria and evaluation parameters mentioned under IV.2, non-quantitatively weighted. Hired candidates that do not master Portuguese will be required to learn the language up to CEFR level C1, which allows them to teach in Portuguese, in order to maintain their contract after the probationary period.

V – Selection Process

V.1. Preliminary meeting:

In the first meeting, which is always preliminary, the Selection Committee decides on the admission of applications and whether or not the Public Hearing should justifiably take place, pursuant to section 27(2) of RRCPDUC [Regulation on the Recruitment and Hiring of Teaching Staff of the University of Coimbra]. In the event of deciding that the Public Hearing should take place, the Selection Committee shall proceed to the candidates' CV Assessment and ranking according to the following terms. In case of non-fulfilment or partial fulfilment of any of the requirements defined in III, the Selection Committee decides whether this insufficiency prevents accepting the application, or if, having no relevant impact on the evaluation process, the application may nevertheless be accepted.

V.1.1 CV Assessment will be based on the selection criteria and evaluation parameters mentioned above (IV.2). At this stage the merit of the candidates will only be assessed based on their experience in the scientific field for which the tender is open, according to the selection criteria and evaluation parameters described in this public notice. The candidates' background in other areas shall not therefore be taken into consideration by the Selection Committee. The ranking of the candidates shall be based on the methods described below in section VI, up to the number of the approved candidates according to the terms above herein IV.4. All candidates falling outside this number shall be deemed excluded.

V.1.2 Candidates both excluded and admitted to the Public Hearing shall be notified by Public



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Notice, under the terms mentioned below in section VII.

V.2 Assessment meeting and final ranking of the candidates

V.2.1 In the second meeting, the Selection Committee proceeds to apply the selection criteria, followed by the candidates' ranking and the drafting of the final deliberation.

If the Public Hearing is to take place, the Selection Committee shall conduct it by assessing the candidates based on the selection criteria and evaluation parameters mentioned above herein IV.2, with regard to their merit only and relevant research background in the scientific field for which the tender is open. The Public Hearing of each candidate shall have the maximum duration of one hour. However, the Chair of the Selection Committee may decide to extend it further for a period of 30 minutes. The Public Hearing is conducted by the Chair of the Selection Committee, without prejudice to other members of the Selection Committee also interacting with the candidate upon decision of the Chair. This hearing shall be held in Portuguese, unless the candidate or any members of the Selection Committee are not proficient in that language. In this case, it may be conducted in English, upon decision of the Chair. Failing to attend the Public Hearing shall result in the exclusion of the procedure. Similarly, candidates failing to attend a duly scheduled conference call shall also be deemed excluded.

If the Selection Committee decides not to hold the Public Hearing, it shall proceed to assess the candidates' CV, based on the selection criteria and evaluation parameters mentioned above herein IV.2. At this stage, the merit of the candidates will only be assessed based on their experience in the scientific field for which the tender is open, according to the selection criteria and evaluation parameters described in this public notice. The candidates' background in other areas shall not therefore be taken into consideration by the Selection Committee. The ranking of the candidates shall be based on the methods described below in section VI.

V.2.2 In view of the final score given by each member of the Selection Committee, under the terms described in IV.3, the Committee then proceeds to assess the absolute merit of the candidates admitted to this stage of the procedure.

V.2.3 Candidates are approved on absolute merit when the majority of the selection members present at the meeting justifiably deems them to have achieved the level defined in IV.5, each member of the Selection Committee having to respect their previous proposed rankings.

V.2.4 The Selection Committee finally ranks the candidates approved on absolute merit, based on the methodology described under VI, proceeding to the drafting of the final deliberation.



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V.2.5 The position will not be filled if the Selection Committee decides that none of the candidates fulfils the requirements established in this Public Notice.

V.2.6 On the date established by the tender timetable and according to VII herein, all the candidates shall be notified regarding the provisional deliberations of the Selection Committee, containing the proposed ranking of the selected applicants as well as the list of those excluded. Candidates can, if they so wish, appeal the decision of the Committee, in due respect for their right to a fair hearing, pursuant to section 121 of the Código do Procedimento Administrativo [CPA - Code of Administrative Proceedings]. The period to submit an appeal begins on the day the public notice with the Selection Committee's deliberation is published, pursuant to section 113(8) of the CPA.

V.3 If any of the candidates exercises their right to be heard, the Selection Committee shall hold a third meeting, in order to analyze the request, and the candidates will be notified of its deliberations, under the terms of section VII herein.

V.3.1 If the Selection Committee finds such allegations well founded, it shall proceed according to its deliberations, thereby notifying the candidates under the terms of VII.3 herein.

V.3.2 If the Selection Committee finds such allegations unfounded, following the candidates' notification under the terms of V.3 herein, the procedure shall then be submitted to the Rector's approval.

V.4. All candidates will be notified regarding the approval decision under the terms of section VII herein. The administrative records of the tender may be consulted by the candidates, upon previous appointment, at the address mentioned under III.3 herein, during the established working hours (more information at <http://www.uc.pt/drh/contactos>).

VI – Ranking and voting methods:

VI.1. After the debate on the candidates towards establishing a final deliberation about the ranking, each member of the Selection Committee will present a written document, which will be attached to the meeting minutes, with their individual ranking proposal, based on the selection criteria and evaluation parameters stated in this Public Notice. Throughout the various vote rounds, each member of the Selection Committee must respect their proposed rankings.

VI.2 The first vote round is intended to select the candidate to be ranked in the first place. If a candidate obtains more than half of the votes, he/she shall be placed in the first position. If this is not the case, candidates with no votes shall be eliminated, as well as the candidate with



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the least votes, provided the latter obtained at least one vote. In the event of more than one candidate being placed in the last position with only one vote, there shall be a vote to decide whom to eliminate. In this vote round, committee members shall vote on the candidate who had the lowest score according to their individual ranking, and the candidate who obtains the most votes shall be eliminated. If a tie persists between two or more candidates, the Selection Committee Chair shall decide which candidate should be eliminated.

After this process, the Selection Committee shall vote on the ranking of the remaining candidates. This process is repeated until one of the candidates obtains more than half of the votes for the first place.

VI.3 The candidate placed in the first position shall then be excluded from the next vote round, which shall decide the second place. This process shall be consecutively repeated until all approved candidates are ranked.

VI.4 During the voting of the Selection Committee abstentions are not allowed.

VII - Timetable and notification of candidates

The tender's timetable is published

VII.1 The tender's timetable will be available on the official website of the University of Coimbra (http://www.uc.pt/drh/rm/pconcurais/pessoal_docente/A_decorrer/fctuc/P053-18-7667) until the end of the application period. The following are the compulsory notifications by public notice scheduled in the tender's timetable: List of approved and excluded candidates; In the event of a Public Hearing, the date, time, place and names of the candidates subject to this selection method, as well as the names of the candidates allowed to be heard by teleconference; the final deliberation draft; deliberations with regard to eventual allegations by candidates; the tender's final result upon approval. In the event of a Public Hearing, it will be held on 28/06/2019.

VII.2 If any of the terms established in the timetable of the procedure cannot be met, an updated timetable will be published on that same date and place, on the University of Coimbra website, in order to replace the previous one. In the event that the date for the above-mentioned Public Hearing cannot be complied with, the new date will be announced in the public notice confirming that it is to be held and containing the list of approved and excluded candidates.

VII.3 Notifications by public notice under the terms of VII.1 herein shall be published on the



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official website of the University of Coimbra (http://www.uc.pt/drh/rm/pconcurais/pessoal_docente/A_decorrer/fctuc/P053-18-7667) pursuant to Section 112(1)(d) and Section 63 of RRCPDUC, being effective under the terms of section 113 of the CPA.

VII.4 The entire tender records may be consulted by candidates, upon previous appointment, at the address mentioned under III.3 herein, during the established working hours (more information at <http://www.uc.pt/drh/contactos>).

VIII – Selection Committee:

Chair:

Luís José Proença de Figueiredo Neves, Professor Catedrático e Diretor da Faculdade de Ciências e Tecnologia da Universidade de Coimbra

Committee members:

Fernando Manuel Ferreira Lobo Pereira, Professor Catedrático da Faculdade de Engenharia da Universidade do Porto;

Maria Isabel Lobato de Faria Ribeiro, Professora Catedrática do Instituto Superior Técnico da Universidade de Lisboa;

Jaime dos Santos Cardoso, Professor Associado da Faculdade de Engenharia da Universidade do Porto;

Paulo Alexandre Ribeiro Cortez, Professor Associado da Escola de Engenharia da Universidade do Minho;

Helder de Jesus Araújo, Professor Catedrático da Faculdade de Ciências e Tecnologia da Universidade de Coimbra;

Urbano José Carreira Nunes, Professor Catedrático da Faculdade de Ciências e Tecnologia da Universidade de Coimbra.

In the event of absences or impediments of the Chair he/she shall be replaced by Luis Filipe Martins Menezes, Full Professor and Vice Rector of University of Coimbra whom shall be replaced, likewise, by the Committee member Helder de Jesus Araújo, Full Professor da Faculdade de Ciências e Tecnologia da Universidade de Coimbra.

This Public Notice will be published in Portuguese in *Diário da República*, 2nd Series, and on the website *Bolsa de Emprego Público* (Governmental Public Employment Portal), as well as in



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both Portuguese and English on the University of Coimbra website (<http://www.uc.pt/emprego>) and on the *pan-European Researcher's Mobility Portal* (<http://www.eracareers.pt/>).

Pursuant to subparagraph h) of Article 9 of the Portuguese Constitution, the Public Administration, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional development, and takes action to prevent each and every kind of discrimination.

To the current international tender shall apply PhD researchers who perform or have performed functions in the University of Coimbra in the scientific area of this tender and are covered by the transitional regime provided in Decree-Law n.º 57/2016, of 29th august, in its latest version, as well as further applicable legislation.

Paço das Escolas, 26/12/2018

The Rector, Doutor João Gabriel Silva
(Document signed on the original)