

NURSING SCHOOL OF LISBON

PUBLIC NOTICE

Documentary call for tenders for the recruitment of two positions as Adjunct Professor, under a public services employment contract for an undetermined period of time in the scientific departmental area of Community Health Nursing.

Considering the proposal of the Scientific-Technical Board, approved by deliberation on 26/12/2022, under the terms of the Career Statute of Polytechnic Higher Education Teaching Staff (ECPDESP), approved by DL no. 185/81, 1 July, amended by DL no. 69/88, 3 March, and no. 207/2009, 31 August, and by Law no. 7/2010, 13 May, in conjunction with the Regulation for Tenders for Hiring ESEL Professors, approved on 29/10/2020 by the President of the Nursing School of Lisbon (ESEL) and published in Diário da República (Official Gazette) no. 222/2020, 2nd series, 13/11/2020, it is hereby made public that, by Order of 27/12/2023 issued by the President of the Nursing School of Lisbon, Professor Patrícia Carla da Silva Pereira, duly and previously inscribed in ESEL's Budget allocation, the following is open for a period of 30 working days, counting from the immediate working day after the publication of this notice in Diário da República, the documentary call for tenders for the recruitment of two (2) Adjunct Professors, corresponding to vacancies provided for and unoccupied in ESEL's Staff, under a public services employment contract for an undetermined period of time, in the scientific departmental area of Community Health Nursing at the Nursing School of Lisbon, under the following terms and conditions:

1. **Period of validity:** The tender is valid only for the filling of the job vacancies mentioned above, expiring with their occupation.
2. **Functional content of the category:** as described in article 2 A and no. 4 of article 3 of the ECPDESP and in ESEL's Teaching Service Provision Regulations ratified on 20/06/2017.
3. **Workplace:** Nursing School of Lisbon and other places where ESEL develops its activity.
4. **Remuneration position:** as determined under the terms of article 35, no. 1, of the ECPDESP.
5. **Admission requirements:**
 - 5.1 Under the terms of article 17 of Law no. 35/2014, 20 June, and article 12-E of the ECPDESP, applications may only be submitted by those who, by the deadline for the submission of applications, meet the general requirements set out in these regulations:

Holders of a doctoral degree in Nursing or the title of Nursing specialist, under the terms of article 17 of the ECPDESP, article 48 of Law no. 62/2007, 10 September, and Decree-Law no. 206/2009, 31 August, as currently worded.

5.2 Holders of foreign qualifications must prove the recognition, equivalence or registration of their doctoral degree in Nursing, in accordance with the applicable legislation and internal regulations.

6 Formalization of the application:

6.1 Applications must be formalized by means of a paper request addressed to the President of the Nursing School of Lisbon, written in Portuguese and containing the following elements:

- a) The candidate's full identification, including full name, date of birth, nationality, civil identification number, address, telephone contacts and e-mail address;
- b) Academic qualifications and titles;
- c) Category, group or subject area to which they belong, length of service as a teacher in higher education and institution to which they belong, if applicable;
- d) Identification of the tender to which they are applying and reference to DR in which this notice was published;
- e) List of documents accompanying the request;
- f) Date and signature.

6.2. Applications must be submitted on paper and delivered in person at ESEL's Human Resources Division, Calouste Gulbenkian Pole, located at Av. Professor Egas Moniz, 1600-190 Lisbon, from 10am to 12pm and from 2pm to 4pm, or sent by registered mail with acknowledgement of receipt, to the same postal address.

6.3. The submission deadline for applications will be, according to the submission scheme:

- a) In person, until the closing hour to the public (4pm) of the Human Resources Division of ESEL, on the last day of the deadline;
- b) By postal submission, until the last day of the deadline, verified by the mail's registration date.

6.4. Personal data of the candidates will be used only and exclusively for the purposes of this tender.

6.5. Applications sent by e-mail will not be accepted.

7 Application instructions:

7.1. The candidate must accompany their application with the following documents, duly numbered and identified:

- a) A declaration from the candidate under a solemn oath, in which they assure that they are not inhibited from exercising public functions or prohibited from exercising their duties and that they have fulfilled the obligatory vaccination laws;
- b) An authenticated copy of the certificate/certification of the doctoral degree in nursing or of the title of nursing specialist obtained in accordance with Decree-law no. 206/2009, 31 August, or, if holding a foreign qualification, an authenticated copy of the recognition, equivalence or registration for the doctoral degree in the nursing area in Portugal, in accordance with the applicable legislation. Compliance with the originals may be attested by ESEL's services, in case of in-person presentation of the application;
- c) A simple photocopy of other qualifications and academic and professional titles;
- d) Two paper copies of the curriculum vitae, duly dated and signed, and of the documents accompanying the application, and a digital copy (USB stick) in PDF format, fully organized, in accordance with the sequence of parameters, criteria and subcriteria for selection and seriation contained in this notice, which will be published on the institutional website. The USB stick must contain all the application documents, and the candidate must ensure that the files are legible and identifiable.

7.2. The *curriculum vitae* must be written in Portuguese.

7.3. In order to promote the most appropriate classification of the curricular elements, the candidates must organize the presentation of the curriculum fully and obligatorily in conformity with the operationalization of the sequence of parameters and criteria approved by the jury, which is a necessary condition for its quotation, excluding anything that is not duly ordered.

7.4. It is the candidates' responsibility to provide documentary evidence of the framework of all the curricular elements presented in relation to the subcriteria/criteria included in the evaluation system approved by the jury, and the candidate must ensure that the files are legible and identifiable. The same curricular element can only be included in one subcriterion and will be counted the first time it is presented.

- 7.5. The supporting documents attached to the curriculum must be presented in the original language in which they were issued and must be translated into Portuguese or English when these are not the original languages.
- 7.6. Whenever deemed necessary, the jury may request the candidates, by e-mail, to present the original supporting documents attached to the curriculum, as well as complementary documentation related to it.
- 7.7. Candidates who provide services to the Nursing School of Lisbon are exempt from presenting the documents that already exist in their individual files, and this fact must be expressly stated in the respective application.
- 7.8. Failure to present the supporting documents related to the curriculum submitted by the candidate implies the non-assessment of the elements that they should prove.
- 7.9. The documents submitted by the candidate shall be returned to them, at their request, one year after the end of the present tender, except if the tender has been subject to judicial review.
- 7.10. Candidates who do not meet the admission requirements will be preliminarily excluded and notified of this intention via email, for the purpose of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code.

8. Selection and seriation:

Method, parameters, criteria and evaluation system - The selection and seriation of the candidates is carried out by means of a curricular evaluation method, based on the elements provided by the candidate in the *Curriculum Vitae* and is materialized in a classification obtained from an evaluation system, established by the Jury, consisting of the following parameters, criteria, subcriteria and respective scores:

P.1 – Qualification of the candidate (QC), evaluated on the basis of the assessment of their academic and training background, considering the following criteria:

- 1.1 **Academic degrees obtained and academic examinations undertaken** (obtaining the title of nursing specialist under Decree-Law no. 206/2009, 31 August, as currently worded) **(Maximum 55 points)**

Observations - This criterion will only be scored on the subcriterion with the highest weight that the candidate may have. In this parameter only the courses already completed and duly certified by title or diploma will be considered;

1.1.1. Doctoral degree in Nursing – 55 points;

1.1.2. Doctoral degree in another area with the Title of nursing specialist under Decree-Law 206/2009 31 August – 45 points;

1.1.3. Master's degree with the Title of nursing specialist under Decree-Law 206/2009 31 August – 40 points;

1.1.4. Bachelor's degree with the Title of nursing specialist under Decree-Law 206/2009 31 August – 5 points;

1.2 Completed postgraduate training (Maximum 45 points)

1.2.1. Specialization course in Nursing in the scientific departmental area of Community Health Nursing (40 points)

1.2.2. Postgraduate courses relevant to the Scientific Departmental area for which the tender is open (Maximum 5 points):

Observations - In this subcriterion, only courses in the scientific departmental area for which this tender has been opened, or in an area considered relevant to the scientific departmental area of Community Health Nursing, taken in higher education institutions, duly documented, with a mention of approval and an explicit indication of the number of ECTS and/or the duration in hours, will be considered. The "relevance to the specific area" will, in case of doubt, be decided unanimously by a roll-call vote by the members of the jury. Training that integrates the curricular plans of courses already scored in other sub-criteria will not be considered.

- ≥60 ECTS or ≥1500 hours – 5 points per course;
- ≥30 ECTS and <60 ECTS or ≥750 hours and <1500 hours – 3 points per course;
- ≥12 ECTS and <30 ECTS or ≥300 hours and <750 hours – 1.5 points per course;

P.2 – Technical, scientific and professional performance of the candidate (DTCP), evaluated according to the assessment of work and activities with relevance to the scientific departmental area of Community Health Nursing, considering the following criteria:

2.1. Scientific publications (Maximum 40 points):

Observations - In this criterion, only original works of a technical-scientific nature, effectively published between 1 January 2018 and the date of publication of this tender's notice, will be considered. Candidates must group them in their curriculum according to the operationalization of the present

criterion. The "relevance" will, in case of doubt, be decided unanimously by a roll-call vote by the members of the jury;

2.1.1. Scientific publications in the scientific departmental area of Community Health Nursing (Maximum 25 points):

- Article in which the candidate is the author or co-author, published in a journal indexed in the SJR (Scimago Journal & Country Rank) or JCR (Journal Citation Reports) – 5 points per article;

Observations - To evaluate the existence of an impact factor, only the Scimago Journal & Country Rank (SJR) and Journal Citation Reports (JCR) records will be considered. It is up to the candidate to prove the impact factor;

- Article in which the candidate is the author or co-author, published in a peer-reviewed journal indexed in other databases – 4 points per article;
- Article in which the candidate is the author or co-author, published in a peer-reviewed journal – 3 points per article;

2.1.2. Scientific publications in other areas – (maximum 15 points);

- Article in which the candidate is the author or co-author, published in a journal with impact factor (ISI) and indexed (SJR or JCR) – 4 points per article;

Observations - To evaluate the existence of an impact factor, only the Scimago Journal & Country Rank and Journal Citation Reports records will be considered. It is up to the candidate to prove the impact factor;

- Article in which the candidate is the author or co-author, published in a peer-reviewed journal indexed in other databases – 3 points per article;
- Article in which the candidate is the author or co-author, published in a peer-reviewed journal – 2 points per article;

2.1.3. Book or e-book (Maximum 15 points):

Observations – Book or e-book in the scientific departmental area of Community Health Nursing with an International Standard Book/Serial Number (ISBN), published between 1 January 2018 and the date of publication of this tender's notice. Books or e-books, whose title is the same as others, already considered in another item of this subcriterion, will not be considered;

- Book or e-book in which the candidate is the sole author – 4 points;
- Book or e-book in which the candidate is co-author – 3 points;

- Book chapters or e-book chapters in which the candidate is the author or co-author – 2 points per book or e-book chapter;
- Editing/coordination of a book or e-book – 2 points per book or e-book in which the candidate is editor/coordinator or co-editor;

2.1.4. Reviewer in scientific journals (Maximum 10 points):

Observations - The points to be attributed to this subcriterion will be equal to the number of scientific journals for which the candidate has been the reviewer of at least one article up to the date of publication of this tender's notice. It is up to candidates to prove that they have reviewed for the journals indicated;

- Reviewer for journals with an impact factor indexed to SJR or JCR – 3 points per journal;
- Reviewer in peer-reviewed journals – 2 points per journal;

2.1.5. Member of the editorial board of journals (Maximum 3 points):

Observations - The points to be awarded to this subcriterion will be equal to the number of scientific journals for which the candidate was a member of the editorial board up to the date of publication of this tender's notice. It is up to candidates to prove that they are members of the editorial board of the indicated journals;

- Editorial board member in journals with an impact factor – 2 points per journal;
- Editorial board member in peer-reviewed journals – 1 point per journal;

2.2. Science and technology dissemination actions (Maximum 30 points)

Observations - Scientific events are considered to be congresses, conferences, colloquia and other similar activities of a technical and scientific nature, which have been publicly announced and have actually taken place, relevant to the scientific departmental area of Community Health Nursing. The "relevance" will, in case of doubt, be decided unanimously by a roll-call vote by the members of the jury. In this subcriterion, only presentations by invitation or panel presentations that appear individually in the program of the scientific event, carried out between 1 January 2018 and the date of publication of this tender's notice. Free paper and poster presentations will not be considered. An international scientific event is considered to be when its scientific/organizing committee includes international members. In order to promote the most appropriate classification of the presentations, the candidates must group them accordingly and duly proven in the curriculum;

2.2.1. Oral presentation/Conference (Maximum 25 points);

- Oral presentation in an international scientific event – 3 points per presentation;
- Oral presentation in a national scientific event – 2 points per presentation;

2.2.2. Poster/Free presentation (Maximum 20 points):

Observations - In this subcriterion, only posters and/or free presentations relevant to the scientific departmental area of Community Health Nursing, carried out between 1 January 2018 and the date of publication of this tender's notice, will be taken into account. For counting purposes, the poster and its presentation, if any, will be considered together, only once. An international scientific event is considered to be when its scientific/organizing committee includes international members. In order to promote the most appropriate classification of the free papers/posters, the candidates must group them accordingly and duly proven in the curriculum;

- Free paper presented in an international scientific event – 2 points for each;
- Free paper presented in a national scientific event – 1 point for each;
- Poster presented in an international scientific event – 2 points for each;
- Poster presented in a national scientific event – 1 point for each;

2.2.3. Organization of scientific events (Maximum 10 points):

Observations - In this subcriterion, congresses, conferences, colloquia and other similar activities of a technical-scientific nature relevant to the scientific departmental area of Community Health Nursing, which have been made public and which have effectively taken place between 1 January 2018 and the date of publication of this tender's notice will be considered. Participation in several committees of the same event will only be considered once;

- The candidate's participation in an organizing or scientific committee of an international scientific event – 3 points for each participation;
- The candidate's participation in an organizing or scientific committee of a national scientific event – 2 points for each participation;

2.3. The participation in R&D projects (Maximum 30 points)

2.3.1. Participation in R&D project teams (Maximum 25 points)

Observations - In this subcriterion, only research and development projects in which the candidate has participated up to the date of publication of this tender's notice will be considered. They must be registered within an R&D unit.

- Participation in teams of funded projects registered within R&D units – 10 points per project;

- Participation in teams of non-funded projects in R&D units – 5 points per project.

2.3.2. Participation in scientific research Projects within the HEI and/or clinical context, excluding academic ones (Maximum 15 points);

Observations - In this subcriterion, only research projects in which the candidate has participated, within the scope of the HEI and/or clinical context up to the date of publication of this tender's notice, which result from a formal institutional partnership, will be considered, and proof issued by the competent services or bodies must be presented. The projects must have resulted in publications in scientific journals or presentations in a scientific event. Candidates must unequivocally identify which publication/presentation substantiates the results of the research project. Academic course work will not be considered.

- Participation in teams of funded R&D projects at HEIs – 4 points per project;
- Participation in teams of non-funded R&D projects at HEIs – 2 points per project.

2.3.3. Member of a R&D unit (Maximum 10 points) - 2 points for each year

Observations – In this subcriterion only R&D units recognized by FCT up to the date of publication of this tender's notice will be considered.

P.3 – The candidate's pedagogical capacity (CPC), evaluated on the basis of an assessment of the quality and extent of their previous teaching practice, considering the following criteria:

Observations - Only teaching activities carried out in HEIs will be considered.

3.1. Curricular units taught and the types of classes taught, in the different study cycles within the scope of nursing (Maximum 50 points)

3.1.1. Teaching experience in HEIs in the different study cycles (Maximum 35 points);

Observations - The candidate must identify and prove the percentage of FTE (*Full Time Equivalent* - 460 hours,) in each year in the HEIs. The relevance to "areas of Nursing and related", in case of doubt, will be decided unanimously by a roll-call vote of the members of the jury;

- Teaching experience according to the percentage of FTE in HEIs in the scientific departmental area of Community Health Nursing – 10 points for every 460 hours (maximum 35 points);
- Teaching experience according to the percentage of FTE in HEIs in other areas of Nursing and related – 5 points for every 460 hours (maximum 25 points).

3.1.2. Teaching of theoretical curricular units (Maximum 20 points)

Observations - The teaching of theoretical curricular units (CU) includes the following modalities: theoretical classes, theoretical-practical classes, laboratory practices and seminars. The candidate must identify and prove the teaching component in theoretical curricular units accomplished, by CU, in each year in the HEIs;

- Teaching in theoretical curricular units in HEIs for a minimum of 10 hours per CU and per year - 2 points;

3.1.3. Regency or scientific-pedagogical coordination of a Curricular Unit (Maximum 10 points)

For each Curricular Unit – 4 points

3.2. Production of teaching material and experience in the implementation of techniques and methods to support teaching (Maximum 20 points):

Observations - Only materials and methods related to curricular units taught up to the date of publication of this tender's notice and duly certified by the relevant HEI bodies will be considered. It is the candidate's responsibility to attach a copy that proves their authorship or co-authorship; when this is not materially possible, a detailed description of the document or didactic material/methodology must be provided. Basic informative elements such as sheets, guides, presentations/screens to support the lesson and assessment instruments of the CU, as well as re-editions of the same material or document will not be considered;

3.2.1. Production or co-production of documents and other didactic materials such as support texts, manuals, films and other documents used in the teaching activities (Maximum 10 points) – 2 points for each didactic material

Observations - The candidate must provide a detailed description of the technique or method used. The decision on the didactic character will be taken unanimously by the jury.

3.2.2. Experience in implementing techniques and methods to support teaching (Maximum 10 points) – 2 points for each implementation experience

Observations - The candidate must provide a detailed description of the technique or method used. The decision on the pedagogical character will be taken unanimously by the jury;

3.3. Supervision of the final work leading to a bachelor's, master's or doctoral degree in Nursing, on a subject relevant to the scientific departmental area of Community Health Nursing (Maximum 30 points)

Observations - The "relevance" will, in case of doubt, be decided unanimously by a roll-call vote by the members of the jury.

3.3.1. Supervision or co-supervision of monograph (bachelor's degree in nursing) (Maximum 20 points):

- For the supervision of each completed work – 5 points.

3.3.2. Supervision or co-supervision of a master's dissertation, project work or internship report (Maximum 15 points):

- For the supervision of each work concluded in the area of Community Health Nursing – 10 points;
- For the supervision of each completed work in other areas related to nursing – 5 points;

3.3.3. Supervision or co-supervision of a doctoral project or thesis (Maximum 15 points):

- For the supervision of each completed work – 15 points;

P.4 – Other relevant activities for the mission of the Nursing School of Lisbon (ESEL) (OAR), evaluated based on the assessment of the singular activities developed by the candidate, considering the following criteria:

4.1. Provision of Services and consultancy (Maximum 30 points)

4.1.1 Members of Committees and working groups (Maximum 20 points):

- Member of commissions and/or international/national/regional working groups promoted by public entities or associations, with a minimum duration of 3 months, duly proven by the public entity or association – 5 points each;

4.1.2. Technical reports on community projects relevant to the scientific departmental area of Community Health Nursing, promoted by public entities or associations (Maximum 20 points):

Observations - The "relevance" will, in case of doubt, be decided unanimously by a roll-call vote by the members of the jury.

- Technical reports promoted by public entities or associations, in which the participation of the candidate is duly proven by the public entity or association – 5 points each;

4.2. Collaboration with HEIs (Maximum 20 points)

4.2.1. Scientific-pedagogical positions (Maximum 15 points) – 3 points for each year;

Observations - In this criterion only the effective exercise of functions, counted in completed years, will be considered. The activity time as a member of a body or committee that the candidate integrates by virtue of the category they hold/or held at the time will not be counted. It is up to the candidate to prove the position or function and the nature of the body, office or committee.

4.2.2. Participation in Juries (Maximum 15 points):

- Jury of a doctoral thesis in Nursing (examiner) – 10 points each;
- Jury in public examinations of master's in nursing (examiner) – 7,5 points each;
- Juries in public examinations for the obtainment of the Specialist Title in accordance with Decree-Law no. 206/2009 31 August (examiner) – 5 points each;
- Recruitment juries (teaching area) – 2 points each.

4.3. Professional, cultural, social activities relevant to the scientific departmental area of Community Health Nursing and others considered relevant by the candidate and not included in the previous parameters (Maximum 50 points):

4.3.1. Activity as a trainer in courses or workshops in nursing (Maximum 5 points)

- Trainer in courses or workshops lasting ≥ 35 hours – 3 points per activity;
- Trainer in courses or workshops lasting < 35 hours – 2 points per activity.

4.3.2. Activity as a trainer in courses or workshops in management, research and training (Maximum 5 points)

- Trainer in courses or workshops lasting ≥ 35 hours – 2.5 points per activity;
- Trainer in courses or workshops lasting < 35 hours – 1.5 points per activity.

4.3.3. Participation in recruitment juries (clinical area) or performance evaluation committees (Maximum 6 points)

- 2 points each.

4.3.4. Non-technical publications – 2 points for each published article (Maximum 5 points):

Observations - Activities that have not been scored or indicated in another parameter or criterion, but could be included in them, will not be considered. Only articles in publications of associations,

scientific societies and professional organizations will be considered, as well as articles in periodicals of a local, regional or national scope relevant to ESEL's mission. The matter of "relevance to ESEL's mission" will, in case of doubt, be decided unanimously by a roll-call vote of the jury members.

4.3.5. Clinical advisor/supervisor to nursing students (Maximum 20 points):

Observations - Only supervision as a nurse in a clinical context and in the period from 1 January 2018 to the date of publication of this notice will be considered.

- Clinical supervision of students in the area of community nursing – 2 points per student;
- Clinical supervision of students in other areas of nursing – 1 point per student.

4.3.6. Professional activity in a clinical context in the area of Community Nursing - 2 points per year (Maximum 10 points)

Observations - Only professional activity effectively carried out in a clinical context in the area of community nursing in the last 10 years will be considered. In case of doubt, decided unanimously by a roll-call vote by the members of the jury.

4.3.7. Critical Reflection about the contributions of the other aforementioned activities relevant to ESEL's mission, for the execution of the role and scientific departmental area of Community Health Nursing (Maximum 30 points)

Observations - Only the content in the curriculum vitae (CV) unequivocally marked/highlighted as a critical reflection concerning this specific criterion with a maximum of 700 words, (please mark the exact number of words at the end of the reflection) will be considered. The text of this reflection should focus on the contributions of the other aforementioned activities relevant to ESEL's mission, for the candidate's performance in the scientific departmental area of Community Health Nursing.

Exposure of ideas (0 - 10 points)

Observations - Clarity and accuracy, variety and quality of language used, articulation and sequence of ideas

Relevance to the scientific departmental area of Community Health Nursing (0 - 10 points)

Observations - Coherence of the course, relevance to the scientific departmental area of Community Health Nursing

Relevance to adjunct professor roles in the scientific departmental area of Community Health Nursing (0 - 10 points)

Observations - In case of doubt, decided unanimously by a roll-call vote by the members of the jury.

9. Score Attribution: The score for each parameter results from the sum of the scores obtained in the respective criteria, which, in turn, result from the scores achieved in the subcriteria that they integrate. In any of the cases, the score attributed may not exceed the maximum values established for the respective parameter, criterion or subcriterion.

10. Final score:

The calculation of the final score of the application will result from the following formula (where PF means Final Score):

$$\text{Final Score} = (0.30 \text{ QC} + 0.25 \text{ DTCP} + 0.25 \text{ CPC} + 0.20 \text{ OAR}).$$

10.1. The final classification (CF) will be expressed on a scale of 0 to 20 points, fractioned to the hundredths, and results from the conversion of the final score (PF) to this scale.

11. Publication of the evaluation system: The minutes of the jury containing detailed information of the operationalization of the evaluation system of the parameters, criteria and sub-criteria, as well as the classification grid, will be published in ESEL's style sites and on ESEL's website, simultaneously with the publication of the present notice.

12. Jury: The Jury is composed of five effective elements and two substitutes, with the following composition:

President:

- Andreia Cátia Jorge Silva da Costa, Full Coordinating Professor at the Nursing School of Lisbon;

Voting members:

- Sandra Maria Miranda Xavier da Silva, Coordinating Professor at the Nursing School of Lisbon;
- Marília Maria Andrade Marques da Conceição e Neves, Coordinating Professor at the Nursing School of Coimbra;
- Margarida da Silva Neves Abreu, Coordinating Professor at the Nursing School of Porto;
- Ana Paula Gato Rodrigues Polido Rodrigues, Coordinating Professor at the School of Health of Setubal Polytechnic University.

Substitute Members:

- Maria Adriana Pereira Henriques, Coordinating Professor at the Nursing School of Lisbon;
- Anabela de Sousa Salgueiro Oliveira, Coordinating Professor at the Nursing School of Coimbra.

13. Admission of applications: after the deadline for the submission of applications, the Jury will proceed to verify the elements presented by the candidates, namely, if the necessary qualification

requirements have been met and if all the documents required for the application have been presented.

14. Exclusion of the application:

14.1 Reasons for the exclusion of applications:

- a) Failure to present the documents required under the terms of this notice, or presenting them after the deadline, implies the exclusion of the application;
- b) The presentation of a false declaration and/or document implies immediate exclusion from the tender and the reporting to the competent entity for the purposes of criminal proceedings.

15. Hearing of interested parties: the candidates whose application is excluded shall be notified of this intention in advance, by email, for the purpose of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code.

16. Individual report: Once the applications admission phase is concluded, the jury, based on the previously published evaluation system, will elaborate and approve a reasoned report on the evaluation of the curriculum of each candidate, which will include the respective final classification.

17. Absolute merit: All candidates who obtain a final classification, without rounding, of 12 points or more, will be considered to have passed with absolute merit.

18. Ranking and tie-breaking of the candidates:

- a) The candidates admitted with absolute merit are ranked in descending order of the final classification obtained as a result of the application of the final evaluation system;
- b) In the event of a tie, the centesimal classifications will be used to rank the candidates and, if the equality persists, the following criteria will be applied in turn:
 - 1) Having obtained a higher score in the sum of the DTCP and CPC parameters;
 - 2) Having obtained a higher score in the DTCP parameter;
 - 3) Having obtained a higher score in the CPC parameter;
 - 4) Having obtained a higher score in the OAR parameter;
- c) The candidates without absolute merit will be ranked in alphabetical order with an indication of the points obtained.

19. Ranked list - Hearing of interested parties: after approving the draft ranking list, with the seriation of the candidates approved with absolute merit and the list of the candidates not approved with

absolute merit, the jury will communicate it to them for the purposes of the hearing of interested parties. The draft list will become the final list if there are no complaints.

20. Final ranking list: after the hearing of interested parties, the final ranking list once approved will be published in the 2nd Series of Diário da República, posted in ESEL's style sites and made available on ESEL's website.

21 Consultation of the process: the process of the tender can be consulted by the candidates who request it, by appointment via the email recursoshumanos@esel.pt, in the Human Resources Division of ESEL, located in Av. Prof. Egas Moniz, 1600-190 Lisbon, during the normal working hours, from 10 am to 12 am and from 2 pm to 4 pm.

22.All notifications made to the candidates within the scope of the present tender will be made by e-mail to the e-mail address indicated by the candidate, with receipt of delivery of the notification.

23. This tender will also be published on BEP (Public Employment Pool), on the website for the Fundação para a Ciência e a Tecnologia I.P., in Portuguese and English, and on ESEL's website, under the terms of article 29-B of ECPDESP.

24. The provisional ranking lists, as well as the definitive list of admissible applications and the provisional list of approval with absolute merit are published in ESEL's style sites and website.

25. In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in access to employment and professional progress, scrupulously taking steps to avoid all forms of discrimination.

Lisbon, 15 março 2024

The President of ESEL,

Patrícia Carla da Silva Pereira