

NURSING SCHOOL OF LISBON

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 Child Health and Paediatric Nursing.

Considering the proposal of the Scientific-Technical Board, approved by deliberation on 26/07/2021, 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 Regulations 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 06/10/2021 issued by the President of the Nursing School of Lisbon, Coordinating Professor João Carlos Barreiros dos Santos, 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 2 (two) Adjunct Professors, corresponding to vacancies provided for and not occupied in ESEL's Staff, under a public services employment contract for an undetermined period of time, in the scientific departmental area of Child Health and Paediatric 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, being exhausted with their occupation.
2. **Functional content of the category:** as described in article 2 A and paragraph no. 4 of article 3 of the ECPDESP and in ESEL's Teaching Service Provision Regulations ratified on 20/06/2017.
3. **Place of work:** 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 of the title of Nursing specialist (under the terms of article 17 of the ECPDESP, of article 48 of Law no. 62/2007, 10 September, and of Decree-Law no. 206/2009, 31 August) and holders of the professional title of nursing specialist in Child Health and Paediatric Nursing.

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

6 Formalisation of the application:

6.1 Applications must be formalised 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 and/or professional 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 application;
- 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, by appointment via email recursoshumanos@esel.pt, 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 time to the public (4pm) of the Human Resources Division of ESEL, located at Av. Professor Egas Moniz, 1600-190 Lisbon, on the last day of the deadline;
- b) in postal submission, until the last day of the deadline, evidenced 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) Consented photocopy of the civil identification document;
- b) Consented photocopy of the tax identification number (in case the candidate does not have a citizen card);
- c) Declaration of 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 have fulfilled the obligatory vaccination laws;
- d) 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 the candidate holds a foreign qualification, an authenticated copy of the recognition, equivalence or registration of the doctoral degree in the nursing area in Portugal in accordance with the applicable legislation and proof of the professional title of Nurse in Child Health and Paediatric Nursing, from the Ordem dos Enfermeiros (Portuguese Order of Nurses). The conformity to the originals may be attested by ESEL's services, in case of the application's submission in person.
- e) Simple photocopy of other qualifications certificates and academic and professional titles;
- f) Two paper copies of the curriculum vitae duly dated and signed, and of the documents accompanying the application, and five copies in digital PDF format (USB stick), fully organised, in accordance with the parameters, criteria and sub-criteria for selection and serialisation contained in this notice, which will be published on the institutional site. USB sticks must contain all the application documents.

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 organise the presentation of the curriculum fully and obligatorily in conformity with the operationalisation of the 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, as much as possible, of the framework of all curricular elements presented associated to the sub-criteria/criteria included in the evaluation system approved by the jury. The same curricular element can only be part of one subcriterion.
- 7.5. The supporting documents attached to the curriculum vitae 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 competition has been subject to a judicial review.
- 7.10. Candidates who do not meet the admission requirements will be preliminarily excluded and will be 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 Serialisation:

Method, parameters, criteria, and evaluation system - The selection and serialisation 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 materialised 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) **(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 - 35 points;

1.1.4. Bachelor's degree with the Title of nursing specialist under Decree-Law 206/2009 31 August - 15 points;

1.2 - Completed postgraduate training (Maximum 45 points)

1.2.1. Postgraduate courses relevant to the area for which the tender is open (Maximum 40 points):

Observations - In this subcriterion only the courses in the specific area of the tender, or in an area considered relevant to Child Health and Paediatric Nursing, carried out in higher education institutions, duly documented, with a mention of approval and explicit indication of the number of ECTS and/or the duration in hours, will be considered. The matter of "relevance to the specific area" will, in case of doubt, be decided unanimously by a roll-call vote of the jury members. Formations that had integrate the curricular plans of courses already scored in other sub-criteria will not be considered.

- ≥ 60 ECTS or ≥ 1500 hours - 20 points per course;
- ≥ 30 ECTS and < 60 ECTS or ≥ 750 hours and < 1500 hours - 10 points per course;
- ≥ 12 ECTS and < 30 ECTS or ≥ 300 hours and < 750 hours - 5 points per course;

1.2.2- Other postgraduate courses (maximum 30 points)

Observations - Courses in the area of research methodologies, pedagogy, and management or in an area considered relevant to nursing, carried out in higher education institutions, duly documented with a mention of approval and explicit indication of the number of ECTS or of the duration in teaching hours, will be considered. The matter of "relevance to nursing" will, in case of doubt, be decided unanimously by a roll-call vote of the jury members. Formations that had integrate the curricular plans of courses already scored in other sub-criteria will not be considered.

- ≥ 60 ECTS or ≥ 1500 hours - 15 points per course;
- ≥ 30 ECTS and < 60 ECTS or ≥ 750 hours and < 1500 hours - 10 points per course;

- ≥ 12 ECTS and < 30 ECTS or ≥ 300 hours and < 750 hours - 5 points per course;

P.2 - Candidate's technical-scientific and professional performance (CTSP), evaluated based on the assessment of the work and activities with relevance to the nursing disciplinary area, considering the following criteria:

2.1 - Scientific publications (Maximum 40 points):

Observations - In this criterion only unpublished works of a technical-scientific nature in the area of Child Health and Paediatric Nursing, or with relevance to the area of Nursing, effectively published between 1 January 2011 and the date of publication of this tender's notice. Candidates must group them in their curriculum according to the operationalisation of the present criterion. The matter of "relevance to nursing" will, in case of doubt, be decided unanimously by a roll-call vote of the jury members.

2.1.1. Articles published in a scientific journal (Maximum 25 points):

Observations - Within the scope of this subcriterion, the candidates must group the different publications according to the type of journal, whose publication has occurred between 1 January 2011 and the date of publication of this tender's notice.

- Articles in which the candidate is author or co-author, published in a journal with impact factor (ISI) and/or indexed (for example: SJR or JCR) - 5 points per article;

Observations - To evaluate the existence of an impact factor, only the records of the Institute for Scientific Information (ISI) or Scopus/Elsevier will be considered. It is up to the candidate to prove the impact factor;

- Articles in which the candidate is author or co-author, published in a peer-reviewed journal - 4 points per article;

2.1.2. Article or Abstract published in the minutes of a scientific meeting (Maximum 20 points):

Observations - "Minutes of a scientific meeting" means the publication, with International Standard Book/Serial Number (ISBN), of the communications/presentations related to scientific events, whose publication has occurred between 1 January 2011 and the date of publication of this tender's notice. Abstracts or articles, whose title is the same as others, already considered in another item of this subcriterion, will not be considered;

- Articles published in the minutes of a scientific meeting - 3 points per article
- Abstract, published in the minutes of a scientific meeting - 2 points per abstract;

2.1.3. Book or e-book (Maximum 20 points):

Observations - Book or e-book with International Standard Book/Serial Number (ISBN), whose publication has occurred between 1 January 2011 and the publication of this tender's notice.

Abstracts or articles, 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 first 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 author or co-author - 2 points per book or e-book chapter;
- Editing/coordination of a book or e-book - 1 point per book or e-book in which the candidate is editor/coordinator or co-editor;

2.1.4. Reviewer in scientific journals (Maximum 5 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 in journals with impact factor - 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 the announcement 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 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)

2.2.1. Oral presentation/Conference (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 taken place. In this subcriterion, only presentations by invitation or panel presentations that appear individually in the programme of the scientific event, carried out between 1 January 2011 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/organising 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;

- Oral presentation in an international scientific event - 4 points per presentation;

- Oral presentation in a national scientific event - 3 points per presentation;

2.2.2. Poster/Free presentation (Maximum 25 points):

Observations - In this subcriterion, only posters and/or free presentations carried out between 1 January 2011 and the date of publication of this tender's notice. 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/organising 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 - 3 points for each;
- Free paper presented in a national scientific event - 2 points 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 that have been publicly announced and have effectively taken place up to the date of publication of this tender's notice will be considered;

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

2.3 – Participation in R&D projects (Maximum 30 points)

2.3.1. Participation in R&D project teams (Maximum 20 points) – 5 points per project;

Observations - 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 in this subcriterion. The candidates must be registered in a R&D unit or be the result of a formal institutional partnership, and proof of this must be provided, issued by the R&D or HEI's competent services or bodies.

2.3.2. Participation in scientific research projects within the HEI and/or clinical context, excluding academic ones (Maximum 15 points) - 5 points per project;

Observations - Only research projects in which the candidate has participated within the HEI and/or in a clinical context up to the date of publication of this tender's notice will be considered in this subcriterion. 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.

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. Effective teaching experience in HEIs in the different study cycles (Maximum 35 points);

Observations - The candidate must identify and prove the percentage of FTE in each year in the HEIs. The matter of "Nursing and related areas" will, in case of doubt, be decided unanimously by a roll-call vote of the jury members.

- Teaching experience according to the percentage of FTE in HEIs in the area of Child Health and Paediatric Nursing - 10 points per FTE;
- Teaching experience according to the percentage of FTE in HEIs in other Nursing and related areas - 5 FTE points;

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

Observations - The teaching of theoretical curricular units 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 30 points):

Observations - Only materials and methods related to curricular units taught up to the date of publication of this tender's notice 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 20 points) - 3 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 20 points) - 3 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, master, or doctoral degree in Nursing (Maximum 20 points);

3.3.1. Supervision or co-supervision of monograph (bachelor's degree in nursing) (Maximum 10 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 20 points):

- For the supervision of each work concluded in the area of Child Health and Paediatric Nursing - 10 points;
- For the supervision of each completed work in other areas related to nursing - 4 points;

3.3.3. Supervision or co-supervision of a doctoral project or thesis (Maximum 20 points):

- For the supervision of each completed work - 10 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 child health and paediatric nursing, promoted by public entities or associations (Maximum 20 points):

- 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 permanent 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;

4.3 – Professional, cultural, social, and other activities considered relevant by the candidate and not included in the previous parameters (Maximum 50 points):

Observations - In this criterion, only activities relevant to ESEL's mission and which nature does not allow for the respective framing in the previous parameters will be considered. Activities that have not been scored or indicated in another parameter or criterion, but could be included in them, will not be considered. 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.

4.3.1. Activity as a trainer in courses or workshops within the scope of child health and paediatric nursing (Maximum 30 points);

- Trainer in courses or workshops lasting ≥ 35 hours - 4 points per activity;
- Trainer in courses or workshops lasting ≥ 28 hours and < 35 hours - 3 points per activity;
- Trainer in courses or workshops lasting ≥ 14 hours and < 28 hours - 2 points per activity;
- Trainer in courses or workshops lasting ≥ 5 hours and < 14 hours - 1 point per activity;
- Trainer in courses or workshops lasting < 5 hours - 0,5 points per activity;

4.3.2. Activity as a trainer in courses or workshops in nursing, management, research, and training (Maximum 20 points);

- Trainer in courses or workshops lasting ≥ 35 hours - 4 points per activity;

- Trainer in courses or workshops lasting ≥ 28 hours and < 35 hours - 3 points per activity;
- Trainer in courses or workshops lasting ≥ 14 hours and < 28 hours - 2 points per activity;
- Trainer in courses or workshops lasting ≥ 5 hours and < 14 hours - 1 point per activity;
- Trainer in courses or workshops lasting < 5 hours - 0,5 points per activity;

4.3.3. Non-technical publications - 1 point 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.

4.3.4. Professional activity in clinical context in the area of child health and paediatric nursing - 1 point per year (Maximum 10 points)

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 FS is Final Score):

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

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

11. Publication of the evaluation system: The minutes of the jury, containing detailed information on the operationalisation 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 webpage 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:

- Maria da Graça Vinagre da Graça, Coordinating Professor at the Nursing School of Lisbon;

Voting members:

- Maria Isabel Dias da Costa Malheiro, Coordinating Professor at the Nursing School of Lisbon;
- Maria Gabriela do Nascimento Martins Cavaco Calado, Coordinating Professor at the School of Nursing São João de Deus of the University of Évora.
- Luís Manuel da Cunha Batalha, Coordinating Professor at the Nursing School of Coimbra;
- Luís Carlos Carvalho da Graça, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Viana do Castelo.

Substitute Members:

- Paula Manuela Jorge Diogo, Coordinating Professor at the Nursing School of Lisbon;
- Maria Teresa Pereira Serrano, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Santarém.

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 purposes 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 by absolute merit.

18. Ranking and tie-breaking of the candidates:

- a) The candidates approved by 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) Have 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 serialisation of the candidates approved by absolute merit and the list of the candidates not approved by 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 tender process can be consulted by the candidates who request it, by appointment via email recursos humanos@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 pm and from 2 pm to 4 pm.

22. All notifications 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 exchange), on the internet site 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 in 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 the access to employment and professional progress, scrupulously taking steps to avoid all forms of discrimination.

Lisbon, 24 January 2022.

The President of ESEL

(Coordinating Professor João Carlos Barreiros dos Santos)