MINUTES No. 1
COMMON RECRUITMENT PROCEDURE FOR THE OCCUPATION OF ONE JOB POSITION UNDER A FIXED-TERM PUBLIC EMPLOYMENT CONTRACT, IT160-25-15553

On the 11th day of June 2025, at 10:00 a.m., the members of the jury for the above-identified recruitment procedure convened via videoconference, namely: Professor José António Oliveira Martins, Scientific Coordinator of CEIS20, as Chair; Professor Richard Cohn, Professor at Yale University and ERA Chair Holder at the University of Coimbra; and Professor Nádia Margarida Trindade Moura, Invited Assistant Professor at FLUC and Researcher at CEIS20, as members.

The purpose of the meeting was to define the evaluation parameters and respective weightings for the selection method.

This recruitment procedure aims to fill two job positions in the category and career of *Técnico Superior* (Senior Technician), under a fixed-term public employment contract of uncertain duration, as listed in the staff plan of the University of Coimbra, with the following description:

Job Description (characterization of the position): Advisory, research, planning, programming, evaluation, and implementation of technical and scientific methods and processes that underpin and support decision-making. Preparation of reports and projects, either independently or in groups, with varying degrees of complexity, as well as execution of other general or specialized support activities in common, instrumental, or operational areas, including: specialized support for the *MusicAnalytica – Interdisciplining Music Studies* ERA Chair Project through the reconfiguration of theoretical and analytical knowledge, particularly in the areas of science communication and institutional coordination; coordination of administrative procedures and preparation of reports for the European Commission and the University of Coimbra; preparation and support of conferences, workshops, and research missions; assistance with the creation and maintenance of the project website and dissemination materials; identification of funding and networking opportunities, acting as a liaison between scientific and artistic communities and the media.

Candidates must demonstrate: a solid background in interdisciplinary research, particularly in musicology and its intersections with history, computation, neuroscience, psychology, and anthropology; strong communication and writing skills; experience in project management and academic settings; and fluency with digital dissemination tools.

Representation of the body or service in matters of expertise, making technically informed decisions within the framework of higher-level guidelines or directives. Functions to be carried out with technical responsibility and autonomy, albeit within a qualified supervisory framework.

To perform these duties, the following competency profile is required, in accordance with the level of demand established in Ordinance No. 236/2024/1, of 27 September, for careers of functional complexity degree 3: Public service orientation; Collaboration orientation; Change and innovation orientation; Results orientation; Critical analysis and problem-solving.

Required Academic Qualifications:
Bachelor's degree in Performing Arts (CNAEF Code 212) or Bachelor's degree in Journalism and Reporting (CNAEF Code 321).

SELECTION METHODS

By Rectoral order dated 06/06/2025, it was determined (in accordance with Article 36(6) of Law No. 35/2014 of 20/06 and Article 17 of Ordinance No. 233/2022 of 09/09) that a single mandatory selection method shall be applied to all candidates: **Curricular Evaluation (CA)**.

Curricular Evaluation aims to assess the most relevant elements for the position in question. The evaluation will be expressed on a scale from 0 to 20 points, with assessments made to the hundredths, and the final score determined by the weighted arithmetic mean of the evaluated components.

Considering the position in question, the jury unanimously agreed on the following elements and their respective weightings:

A. ACADEMIC QUALIFICATIONS

- 20 – PhD in the relevant area of the job's requirements and competencies.
- 18 – Master's degree in the relevant area with a final grade equal to or above 14/20.
- 14 – Master's degree in the relevant area with a final grade below 14/20.
- 10 – Bachelor's degree in the relevant area.

B. PROFESSIONAL TRAINING IN THE LAST 5 YEARS RELATED TO JOB REQUIREMENTS

- 20 – More than 100 hours
- 16 – 50 to 99 hours
- 12 – 30 to 49 hours
- 0 – No relevant training

C. PROFESSIONAL EXPERIENCE IN RELEVANT ACTIVITIES

- 20 – More than 3 years
- 12 – 1 to 3 years
- 5 – Less than 1 year
- 0 – No relevant experience

D. TWO TECHNICAL DOCUMENTS (SCIENTIFIC AND ADMINISTRATIVE) PROVIDED BY THE CANDIDATE TO ASSESS WRITING QUALITY

- 20 – Two documents demonstrating superior writing quality in both Portuguese and English
- 16 – Two documents demonstrating superior writing quality in either Portuguese or English
- 14 – Two documents demonstrating acceptable writing quality in both Portuguese and English
- 12 – Two documents demonstrating acceptable writing quality in either Portuguese or English
- 10 – One document demonstrating writing ability in Portuguese or English
- 0 – No documents submitted

E. MOTIVATION LETTER (should include up to two references who can attest to the candidate's work quality)

- 20 – Strongly aligned with the duties of the project, clearly illustrating excellent experience and motivation in science and communication management, report writing, event organization, use of digital tools, social media, and team work
- 16 – Contains several distinctive characteristics relevant to the position and project
- 12 – Demonstrates interest and alignment with CEIS20's mission but lacks concrete examples of fit
- 0 – No relevant motivation elements or no letter submitted

F. LEVEL OF ENGLISH PROFICIENCY (According to the CEFR)

- 20 – Advanced user (C1 or C2), certified or evidenced through authored work within the past 3 years
- 14 – Independent user (B1 or B2), certified or evidenced through authored work within the past 3 years
- 10 – Basic user (A1 or A2), certified or evidenced through authored work within the past 10 years
- 0 – No proof or indication of English proficiency

Evaluation Formula

The final evaluation score will be calculated using the weighted arithmetic mean of all components as follows:

CA = (A x 20%) + (B x 5%) + (C x 10%) + (D x 30%) + (E x 30%) + (F x 5%)

FINAL RANKING

The final ranking of candidates will be expressed on a scale from 0 to 20. Given that only one selection method is applied, the final classification (FC) will be calculated as:

FC = (CA x 100%)
Where FC = Final Classification and CA = Curricular Evaluation.

The final ranking list of approved candidates will be unitary. Candidates who withdraw or score below 9.5 in the selection method will be excluded from the procedure.

In the case of a tie between candidates, the tie-breaking criteria outlined in Article 24 of Ordinance No. 233/2022 shall be applied. If the tie persists, the following criteria will be applied in order:

a) Score for parameter E – Motivation Letter
b) Score for parameter D – Technical Documents
c) Score for parameter A – Academic Qualifications
d) Score for parameter C – Professional Experience
e) Score for parameter B – Professional Training
f) Score for parameter F – English Proficiency
g) Longer duration of relevant professional experience
h) Final grade of the highest academic degree
i) Greater number of hours of relevant training

Given the number of positions available, the jury acknowledges the obligation to respect the quota for persons with disabilities in accordance with Article 3 of Decree-Law No. 29/2001 of 3 February.

There being no further business, the meeting was concluded and these minutes were drafted and will be signed by all jury members.

Chair, José António Oliveira Martins, Scientific Coordinator of CEIS20

Members,

Richard Cohn, Professor at Yale University and ERA Chair Holder at the University of Coimbra

Nádia Margarida Trindade Moura, Invited Assistant Professor at FLUC and Researcher at CEIS20