

## PUBLIC NOTICE

I publicly announce that, by the Rector of the University of Coimbra, Professor Doutor Amílcar Falcão, order of 28/02/2025, an international tender to fulfill 1 (one) vacancy for the position of Assistant Researcher in the scientific areas of Social Sciences and Humanities, scientific subarea of research management in heritage, culture and inclusive society hereby open for 30 (thirty) 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 Institute of Interdisciplinary Research of the University of Coimbra.

This international tender shall be conducted pursuant to the Estatuto da Carreira de Investigação Científica [Career of Scientific Research Statute] in its latest version, hereinafter referred to as ECIC, and Regulamento de Recrutamento, Contratação e Prestação de Serviço de Pessoal de Investigação Científica da Universidade de Coimbra [Regulation on the Recruitment, Hiring and Service Providing of Scientific Staff of the University of Coimbra], Regulation Nr. 810/2021, of 30 august, hereinafter referred to as RRCPSPICUC, as well as further applicable legislation.

### **I – Reference and Place of Work:**

**I.1.** Public tender reference: IT074-25-15083

**I.2.** Place of Work: Institute of Interdisciplinary Research of the University of Coimbra

**I.3.** Salary: 3.501,28€, corresponds to the rank and index referred in the table in Annex 3 to Decree-Law nr. 408/89, of November 18, in its current version, without prejudice to legally imposed restrictions.

### **II – Functional content:**

The functional content is that corresponding to the stipulations in article 5 paragraph 1 and 4 of the ECIC, and article 7, paragraph 1 and 4 of the RRCPSPICUC.

### **III – Admission Requirements:**

**III.1.** General requirements: 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.

**III.2.** At the time of application, applicants shall fulfill, the special admission requirements set forth in article 10, paragraph 1 of the ECIC and article 25, paragraph 1 of the RRCPSPICUC.

Individuals holding a PhD degree in the scientific area of the call, whatever their contractual situation, or those who, although holding a PhD in a different area, have a relevant scientific curriculum in those areas.

**III.3.** If the candidate's PhD is not in the scientific area of the procedure, nor in the area(s) previously defined as related (if any), the candidate is admitted if he/she presents proof that requested from the Scientific Council of the Institute of Interdisciplinary Research of the University of Coimbra a document certifying:

- That the scientific area in which he/she has an academic qualification is also considered as a similar area to the one put up for tender procedure; or

- That the scientific area in which the candidate provided services is considered to be a related area of the one put up for tender procedure.

#### **IV – Application:**

**IV.1.** Submission: candidates must access and register on the electronic platform **apply.uc.pt**, to submit the application, selecting the procedure to which they intend to apply.

The documents included in the application are exclusively in digital portable document format (pdf), with the exception of the documents referred in IV.2.4. and IV.2.6., which can be delivered in other digital formats.

The application submission is carried out by completing the sections available on the Apply UC electronic platform, under “My application”.

If the Scientific project or any of the works/papers submitted contains classified information, revealing trade or industrial secrets or literary, artistic or scientific property secrets, candidates must select that option, available on the platform for each document; otherwise, those works/papers can be freely accessed by any of the other applicants when consulting the tender records.

Candidates can highlight in their CV periods of suspension of professional activity for socially protected reasons, namely, for reasons of parental leave, prolonged serious illness, and other legally protected situations of unavailability for work, always attaching supporting documents, and the jury must ensure that their evaluative judgment is not influenced by these pauses.

**IV.2** Mandatory documents to be delivered:

**IV.2.1.** Curriculum Vitae duly dated and signed

The Curriculum Vitae, written in a narrative CV form, with a limit of 10 pages, must include a preamble containing, if applicable, the history of all contractual relationships of the candidate, along with the respective periods, identifying the position(s) held, the nature of the employment contract, and the scientific field, and clearly stating the type of employment relationship held and the institution where the candidate is employed at the time of the application. It should also include a reasoned summary demonstrating that the candidate has the appropriate specialization for the scientific subarea for which the tender is open. Moreover, the candidate should attach to the CV a validated portfolio (5 page maximum) of previously developed activities within the subarea of research management in heritage, culture and inclusive society.

The candidate must also organize their Curriculum Vitae in such a way that each of the criteria outlined in section V is addressed separately.

The candidate’s Curriculum Vitae shall be structured to separately respond to the different items listed below in section V.

**IV.2.2.** Copy of qualification certificates. Opponents selected for the position(s) to be filled who hold a foreign doctoral degree must present the recognition or registration (as applicable) of their degree at the time of contract signing, in accordance with Decree-Law No. 66/2018, dated August 16th, under penalty of exclusion. If the recognition is requested at the University of Coimbra, it will cover the costs of the recognition or registry for the candidate(s) who will be hired, and the candidate(s) are exempt from paying the fee until the final ranking. You can find more information at the following link: <https://www.uc.pt/academicos/graus/reconhecimentos>

The candidates who hold a public service employment contract with the University of Coimbra may be exempt from the qualification certificates submission. To this end, they must select this option on the platform, stating that they are already in their individual process.

**IV.2.3.** Separate copy of the 5 (five) works/papers/projects that the candidate considers to best represent his/her most significant contributions to the advancement of knowledge in the scientific subarea of research management in heritage, culture and inclusive society, justifying, in an autonomous document, their specific contribution to the realisation of these (5) five works/papers/projects and the reasons for the choices made.

In another autonomous document, the candidate must select from these 5 (five) works/papers/projects the one they consider to have been the most challenging experience they have been engaged in. They must explain the choice and provide a full narrative about this specific item. Information that should be included would include a description of the context of this activity (goals, partners, team structure/composition) the specific role(s) of the candidate, the main task(s) he/she carried out, his/her responsibilities and the main achievements that were obtained.

**IV.2.4.** Copy of all works/papers mentioned in the Curriculum Vitae and indication on the CV of the unique digital identifier of the publications, which must be of the handle (e.g. DOI) or URN (e.g. ISBN) type.

**IV.2.5.** Scientific project for the next 5 (five) years, with a limit of 5 (five) pages, relating to the lines of research in the scientific subarea of research management in heritage, culture and inclusive society, which the candidate proposes to dedicate themselves, adhering to the following requirements: presentation of the main issues in research management in heritage, culture and inclusive society; a brief and systematic description of the strategies the candidate intends to adopt to develop their activity in terms of securing funding for research and investigating research mechanisms ("research on research") with a perspective to solving or contributing to solving the problems and improving the performance of the University of Coimbra in these areas; explanation of the reasons and motivations behind their choices in the field of research management in heritage, culture and inclusive society.

**IV.2.6.** Any other information considered relevant by the candidate.

**IV.2.7.** Document mentioned in point III.3., if applicable.

**IV.3.** All application documents above indicated in IV.2 shall be submitted in English, exception made to those mentioned in IV.1.2.4 and IV.2.6, which may be submitted in a different language. If the original documents mentioned under IV.2.2 and IV.2.3 are written in a language other than 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. ]

**IV.4.** 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.

**IV.5.** 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 required documents or papers are submitted outside the established timeframe, the application shall not be accepted.

**IV.6.** The present tender ceases with the occupation of the position, or, when the position cannot be totally occupied, due to the inexistence or insufficiency of candidates to continue this tender. [ ]

## **V – Selection methods and criteria:**

**V.1.** The selection methods to be used are approval in absolute merit and evaluation of the candidates' scientific and curricular background.

### **V.2. Evaluation of Absolute Merit**

**V.2.1.** Approval on Absolute Merit will be given to candidates who hold a curriculum vitae that the jury considers adequate for the position to be filled, namely the merit of their scientific and technical work, as well as their professional experience and training, compatible with the category and scientific subarea of research management in heritage, culture and inclusive society for which the tender is open, always taking into account, for this evaluation, the following reference criteria, to be verified cumulatively:

- i. To have a scientifically distinguished curriculum, demonstrable through the inclusion of information, in a portfolio, about research management in heritage, culture and inclusive society, as well as research on research practices ("research on research") of excellence, properly validated;
- ii. To have created and/or participated in structures, events, and strategies supporting sci research management in heritage, culture and inclusive society, with the aim of driving various research teams, research units, and other types of stakeholders;
- iii. To demonstrate validated evidence of active participation in promoting the acquisition of competitive national and international funding for research and the provision of specialized services to relevant communities across different types and sources of funding.

**V.2.2.** The Jury shall decide on admission or exclusion on absolute merit by roll-call vote, based on compliance or non-compliance with the requirements set out in paragraph **V.2.1**, and by an absolute majority of votes in favour from among the members present at the meeting.

The members of the panel may include a statement of their dissenting vote in a document attached to the minutes.

### **V.3. Assessment of scientific and curricular background**

For the assessment of the scientific and curricular background of the candidates, the following evaluation criteria should be considered: the quality of the candidates' scientific and technical work, professional experience, professional training, contribution to scientific guidance activities, participation in teaching activities and management bodies, community service and the quality of the scientific project, according to the following weighting.

[ ]

**V.3.1. Quality of the scientific and technical work, with a weighting of 35%, considering** the candidate's contribution to the scientific subarea of research management in heritage, culture and inclusive society, as well as the ability to have, in the future, a highly relevant activity at the University of Coimbra, particularly through participation in events and publication of works within the subarea of the tender; the importance of the works selected by the candidate as most representative presented; the potential and previous experience of the candidate in participating in and coordinating research management in heritage, culture and inclusive society, particularly in energizing the community and preparing competitive grant proposals in the subarea for which the tender is open; the dynamic leadership of research teams, research units, and national and international research networks.

**V.3.2. Professional experience and training, with a weighting of 30%, considering:**

the level and relevance of academic degrees and professional qualifications in the field and subarea for which the tender is open, the candidate's professional experience for the role of Assistant Researcher in the scientific subarea of research management in heritage, culture and inclusive society, with a weight of 20%;

team coordination, supervision, team development, or participation in training programs and/or training actions and outreach initiatives, particularly through the organization of events, in the scientific subarea of research management in heritage, culture and inclusive society, with a weight of 10%.

**V.3.3. Involvement in scientific advisory activities and participation in teaching activities, with a weighting of 5%, considering** the activities of supervising and guiding work developed by fellows, research interns, and research assistants, participating in their training, as well as supervising theses of higher education students, including undergraduate, postgraduate, master's, and doctoral theses.

**V.3.4. Participation in management bodies, with a weighting of 5%, considering** the exercise of roles or functions in research management in heritage, culture and inclusive society in bodies of higher education institutions and research units, particularly their nature, duration, and responsibility; the performance of temporary roles and tasks, such as academic examination boards, tender juries, and others assigned by the competent management bodies; the performance of other roles, including those legally considered equivalent to actual research functions and those performed in national and international scientific organizations..

**V.3.5. Community service, with a weighting of 5%, considering** the provision of services and consulting integrated into the mission of the University of Coimbra, particularly participation in and the execution of projects, as well as providing specialized services with other institutions or companies, voluntary work and other type of community services, considering the scope, diversity, scientific-technological level, and innovation; participation in the drafting of legislative projects and regulations, particularly their nature and territorial scope; the promotion and/or participation in studies and debates within society aimed at diagnosing problems, studying alternatives, and defining paths for development. ]

**V.3.6. Quality of the scientific project presented, considering the contribution to the development of research management in heritage, culture and inclusive society at the University of Coimbra, with a weighting of 20%.**

**VI– Selection process**

**VI.1. Preliminary meeting**

**VI.1.1.** In the preliminary meeting the Jury will verify the requirements for admission of the applications, prepare the list of admitted and excluded candidates.

**VI.1.2.** If there are no excluded candidates, at the preliminary meeting the jury also evaluates the candidates.

**VI.1.3.** The list of admitted and excluded candidates shall be notified to the candidates for the purposes of a hearing of interested parties in accordance with the provisions of Article 121 et seq. of the CPA.

**VI.1.4.** If any allegations are made by the candidates, the Jury will meet to discuss them, and the interested parties will be notified of the Jury's decision.

**VI.1.5.** The list of admitted and excluded candidates shall be approved by the Rector after the conclusion of the preliminary meeting or after the conclusion of the assessment and allegations if these take place. The candidates may appeal against the ratification decision under the terms of the general law.

## **VI.2. Evaluation meeting**

**VI.2.1.** If, at the preliminary meeting, the jury decides to exclude some candidates, the evaluation meeting is held after the period for the hearing of interested parties and approval of the list of admitted and excluded candidates.

**VI.2.2.** In the evaluation meeting, the jury starts by deciding on the approval of candidates on absolute merit, under the terms of point V.2. It then proceeds to evaluate the candidates admitted on absolute merit and prepares the final ranking list.

**VI.3.** The assessment of the scientific and curricular background may be complemented by an interview for all candidates, whenever the jury so decides. The interview does not constitute a selection method and is not graded. It is intended solely to obtain clarification or explanation of elements contained in the candidates' CVs.

## **VII – Ranking and voting methods:**

**VII.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 assessment criteria stated in this Public Notice. Throughout the various vote rounds, each member of the Selection Committee must respect their proposed rankings.

**VII.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, they 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 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 Chairman 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.

**VII.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.

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

#### **VIII. – Final Report**

The Jury draws up a Final Report, signed by all its members, which contains the results of the tender.

#### **IX. Notification of the candidates:**

**IX.1.** The candidate(s) will be notified of the list of admitted and excluded candidates and its approval, of the Draft Final Ranking List, of the Final Report and of the act of approval of the Final Report, by registered letter, by email, by notice or by electronic notification automatically generated by a system incorporated into an electronic site belonging to the UC, on the electronic platform for the management of competitive procedures of the University of Coimbra, Apply UC, with the prior consent of the notifying party, under the terms of Article 26 paragraph 5 and Article 27, paragraph 3 of the ECIC, and Article 27, paragraph 4 and Article 29, paragraph 3 of the RRCSPICUC.

Candidates may, if they wish, within 10 working days, appeal against the list of admitted and excluded candidates and the final ranking list draft, under the terms set forth in article 121 of the Portuguese Code of Administrative Procedure (CPA). [The time limit begins on the day following notification, under the terms of article 87 of the CPA.]

**IX.2.** The administrative records of the tender may be consulted by the candidates, upon previous appointment, requested by e-mail sent to the Human Resources Management Service's e-mail address: sgrh@uc.pt.

#### **X. Selection Committee:**

According to Notice nr. 7014/2025/2, published in Diário da República, II Série, nr. 52, 14<sup>th</sup> March, the Selection Committee is constituted as follows:

##### **Chairman:**

[Luís José Proença de Figueiredo Neves, Full Professor and Vice-Rector of University de Coimbra

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##### **Committee members:**

[João Ramalho de Sousa Santos, Vice-Rector, Full Professor and Dean of Institute of Interdisciplinary Research of the University of Coimbra;

Helena Cristina Vaz Serra Pacheco Morais Azevedo Mendes, Deputy Administrator of the University of Coimbra;

Joana Gonçalves de Sá, Principal Researcher at Laboratory of Instrumentation and Experimental Particle Physics, University of Lisbon;

Francesco Giovanni Paoletti, Associate Professor at Department of Business and Law of the School of Economics and Statistic of the University of Milano-Bicocca;

Frank Ziegele, Executive Director at CHE Centre for Higher Education. ]



In the event of absences or impediments of the Chairman he shall be replaced by João Ramalho de Sousa Santos, Full Professor and Dean of Institute of Interdisciplinary Research of the University of Coimbra whom shall be replaced, likewise, by the Committee member Helena Cristina Vaz Serra Pacheco Morais Azevedo Mendes, Deputy Administrator of the University of Coimbra.

This Public Notice will be published in Portuguese in Diário da República, 2nd Series, on the website Bolsa de Emprego Público (Governmental Public Employment Portal) and in two daily newspapers with national circulation, as well as in both Portuguese and English at Apply UC (apply.uc.pt) and on the EURAXESS Portugal Portal, at <http://ec.europa.eu/euraxess/>.

Pursuant to subparagraph h) of Article 9 of the Portuguese Constitution, the University of Coimbra, 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 and encouraging underrepresented minorities in each area to apply.

Therefore, no one can be privileged, benefited, harmed or deprived of any right or immune from any duty on account of, in particular, ancestry, age, sexual orientation, gender, marital status, family, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological beliefs and trade union membership.

The University of Coimbra also promotes measures to facilitate worklife balance, recognizing the efforts of workers and promoting motivation.

[This procedure is financed under the terms of article 137 of Law no. 82/2023, of 29 December, which approved the State Budget for 2024.

Therefore, if the selected candidate is awarded teaching service, under the terms of Article 7(4)(b) of Regulation on the Recruitment, Hiring and Service Providing of Scientific Staff of the University of Coimbra, Regulation Nr. 810/2021, the assignment will have a maximum limit of 4 hours per week, so that he/she can dedicate himself/herself to the development of the work plan presented in the approved application, of the FCT-Tenure program, and provided that he/she meets the conditions of eligibility under that program, for the time corresponding to the respective funding.

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

University of Coimbra,

The Chairman,

João Ramalho-Santos