Procedure for instructing the application process

(Doctoral Staff)

1 – How to structure the application to send it via e-mail?

1.1 Directory Designations (Folders)

1.1.1 Directory designations must be formed by words separated by *underscore* (_), Example: INQ_PEDAG;

1.1.2 The directory designation shall consist of characters A to Z and from 0 to 9, must not exceed 12 characters;

1.1.3 Do not use special characters such as \ | / : . ; ? = " # $ % & ( ) [ ] } { +;

1.1.4 Do not use portuguese characters such as: á À é È ó Ó ã Ã õ Õ ê Ê ç Ç;

1.1.5 Two is the maximum number of directories accepted;

1.1.6 The maximum acceptable limit for the total path (Directories and Files) is 64 characters.

1.2 File Designations

1.2.1 – File designations must be formed by words separated by *underscore* (_), Example: Acad_Qualif;

1.2.2 The file designation shall consist of characters A to Z and from 0 to 9, must not exceed 25 characters, and three for the extension, separated by a period (.), example: Acad_Qualif.pdf

1.2.3 Do not use special characters such as \ | / : . ; ? = " # $ % & ( ) [ ] } { +;

1.2.4 Do not use portuguese characters such as: á À é È ó Ó ã Ã õ Õ ê Ê ç Ç;

1.2.5 The period (.) character should only be used to separate the file name from its extension.

1.3 E-mail message size

The maximum size of the e-mail message, including all attached documents, is 25 MB.

1.4 Structuring the application:

1.4.1 Presentation in the email of an index of the documentation submitted in the application.

1.4.2 Submit the application with a compressed folder (ZIP) or indication of a link from a file server (Example: DropBox, FileSender, etc.) containing the compressed folder to be downloaded;

The candidate must verify that access to the Download of the files is prohibited by password or restricted access, giving the appropriate permissions and access to the email to which the application refers.

1.4.3 **APPLICATION.PDF** – editable PDF document

The application minute must be fully completed, dated and signed, of mandatory use, available at: https://www.ua.pt/file/75846

If, once completed, you want to convert the file to non-editable, it is advisable to use the shortcut Ctrl+P, select print to PDF and save to the desired location.

1.4.4 **CURR_VITAE.pdf** – document PDF detailed and structured curriculum vitae according to the items of point 5 of the call for tenders.

1.4.5 **Other_Docs_2.1c.pdf** – document PDF

Other relevant documents for the evaluation of the related scientific qualification, if applicable.

1.4.6 **Other_Docs_2.1d.pdf**- – document PDF

Any other documents that the candidate considers relevant, namely for the assessment of the information referred to in paragraph 2 of article 5 of the Legal Regime for Scientific Employment (RJEC).

1.4.7 **HAB_LIT.pdf** – document PDF

Copy of the certificate with the respective classification or other document that is legally recognized for the same effect. Applicants who hold a doctor's degree obtained abroad, must provide proof of recognition, equivalence or registration of a PhD degree, by a Portuguese higher education institution, in accordance with the applicable legislation.

1.4.8   **Other_Inf_2.2c** – document PDF

Document with all relevant information for the evaluation of the application considering the selection criteria contained in this notice, recommending that it be organized in accordance with the evaluation criteria set out in point 5.

1.4.9   **DOC_X.pdf** – document PDF

Any other elements that the candidate considers relevant for the assessment of his merits.

In addition to these documents, the public notice may require proof of other requirements, and for this purpose may create a document or a folder for each type of proof, for example, folder containing the documents proving the absolute merit: ABSOLUTE_MERIT.

2 – How to submit the application?

The application must be sent by e-mail to the address of the recruitment office of human resources management services for the purpose of the competition (sgrh-concursosdl57-2016@ua.pt), unless the notice provides otherwise.

The application should be sent only once, with a compressed folder (ZIP) or indication of a link from a file server (Example: DropBox, FileSender, etc.) containing the compressed folder to be downloaded.

3 – How do I know if the application has been submitted?

It is advisable that the candidate confirms the receipt of his application, through (for example) delivery receipt and reading of the message, when sending the application by email.

Subsequently, the Recruitment Office sends the applicant an email confirming receipt of the application, indicating the documents received.

4 – About the approval in absolute merit, having the ability to prove more than one of the items listed for admission, it is possible to indicate more than one?

Yes, you can and must prove all those that the candidate complies.

5 – Can the *curriculum vitae* be developed with links to personal or institutional websites containing auxiliary material such as pages of classes, invited presentations, etc.?

The curriculum vitae must be closed, because the jury analyzes it at the end of the deadline for submission of applications.

If the contest takes a long time the sites can be updated and the jury will be analyzing a different curriculum from the one that presented to the contest, which is not allowed.

6 – What is the deadline for submission of the application, on the last day of the deadline?

Up to 24 hours.