



Procedure for instructing the application process

(investigator staff - employment contract for an indefinite period)

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 in point 6.

1.4.5 **PAPER1.pdf** – document PDF

Copies of papers selected by the applicant as being most representative of their curriculum vitae, no more than the number indicated in the public notice.

All papers may be gathered in a single document or listed as in the example given above.

1.4.6 **JUST.pdf** – document PDF

Single document with the justification of the selected papers.

1.4.7 **SCIENTIFIC PROJECT.pdf** – document PDF

Document that allows the support of a future mission letter and that must include a proposal of the activities that the candidate intends to develop during the first five years of the activity as category for which the competition is open, explaining how the candidate will be able to contribute to the progress and development of the scientific area for which the call is open in the scientific areas and in the cooperation with society.



1.4.8 **CITATIONS.pdf** – documento PDF

Document that objectively shows the number of citations (if applicable) to the publications indicated in the curriculum vitae and an explanation of the method used for counting, in sufficient detail for the jury to be able to reproduce the procedure. The candidate must provide the identification method of the name to search.

In the event that the candidate does not have citations, it is advised to make this information explicit, informing that he does not deliver the said document because he does not have citations to present.

1.4.9 **OTHERS.pdf** – document PDF

Any other elements that the applicant deems relevant or the assessment of his or her merits.

1.4.10 **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.

1.4.11 **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-avct-recrutamento@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 – Whom should I request a declaration of professional functions, personal identification documents and academic degrees filed in the individual file?

To the Recruitment Office, through the e-mail address (sgrh-avct-recrutamento@ua.pt) that registers the application and sends the required documents.

The request must be made in good time to ensure that the investigation of the process is complete by the end of the application period.

If it is not possible to send this document by the deadline for applications, the Biographical Note will be subsequently attached to the application before the position is sent to the jury.

The issuance of this document only applies to UA workers.



5 – In the notice it is stated that “The applicants belonging to the University of Aveiro are exempt from the presentation of the documents referred to in point b) of point 3.3, which appear in their individual file”.

What should be considered in the individual process?

Document proving the category, group or discipline, work experience longevity as a teacher and university or polytechnic higher education institution to which it belongs – through the issuance of a Biographical Note;

Specialty appropriate to the disciplinary area for which the competition was opened – related to the academic qualification held;

Copy of certificates of qualifications with the respective classification, or other suitable document legally recognized for this purpose, and also the recognition, equivalence or registration of the degree of doctor by a Portuguese higher education institution, under the terms of the applicable legislation, for foreign qualifications.

When the candidate does not present in the application the documents just mentioned to the Recruitment Office, when validating the application, he requests the issuance of the Biographical Note, in case the teacher has not yet made the request, and attaches the proof of academic qualifications filed in the individual file.

6 – The document requested in the notice "*Document that objectively highlights the number of citations to the publications indicated in the curriculum vitae and an explanation of the method used for counting, in sufficient detail for the jury to be able to reproduce the procedure. The candidate must provide the identification method of the name to search*", **should result in a document in which it presents citations and the method used to obtain them to all publications referenced in the curriculum without it being necessary for these numbers to appear in the curriculum or should appear on the curriculum and prepare another document with the citations?**

Any alternative is viable. The number of citations may appear in the curriculum or in another document attached to it.



7 – How to present the measurement of citations? The Google Scholar entry page is valid, for example?

The answer to this question is given in point 5.2. of the notice:

“5.2 — Candidates must provide proof of the compliance with the requirements expressed above (5.1.1 to 5.1.X), indicating the key to be used in the Web of Science or SCOPUS search to prove it, or including in their CV a list of the same database to confirm it.”.

8 – 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.

9 – 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.

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

Up to 24 hours.