



**POLITECNICO
SETÚBAL**

POLYTECHNIC UNIVERSITY

IPS Recruitment Policy (OTM-R)

Instituto Politécnico de Setúbal
| 2025



HR EXCELLENCE IN RESEARCH



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"[...] To contribute to the development of an attractive, open and sustainable European labour market for researchers, in which the framework conditions enable the recruitment and retention of high-quality researchers in environments conducive to effective performance and productivity".

European Charter for Researchers | Code of
Conduct for the Recruitment of Researchers



Introduction

Open, Transparent and Merit-Based Recruitment (OTM-R) is one of the pillars of the European Charter for Researchers, which outlines a set of general principles regarding the responsibilities and rights of researchers and the institutions employing them. These principles aim to foster a stimulating work environment that supports the production, transfer and sharing of knowledge, as well as the professional development of researchers.

The **European Code of Conduct for Research Integrity**, particularly in relation to the recruitment of researchers, establishes the requirements and quality standards that recruitment processes must meet in order to create a more transparent, open and fair system, as a prerequisite for the establishment of a genuine European labour market for researchers.

The **OTM-R** ensures that the most qualified individual for a given position is recruited, bringing benefits to researchers, institutions and the research system as a whole. It also makes research careers more attractive by ensuring equal opportunities for all applicants and facilitating mobility, which is a key element in promoting scientific knowledge and professional development at all stages of a researcher's career, contributing to increasing the returns on research investments.

Open, Transparent and Merit-Based Recruitment Policy OTM-R

The Polytechnic University of Setúbal (IPS) recognizes that People are the center of its activity and the most important of the critical factors for fulfilling its mission ("Develop quality education, valuing people, transferring knowledge to society, the region, the country and the world, supported by applied research, innovation and partnerships.), seeking to provide a dynamic scientific environment with the objective of promoting research in its technical-scientific areas and fostering the continuous development of the skills of Teaching and Research Staff.

This Policy defines the principles and guidelines for the development of open, transparent, egalitarian, fair and meritorious recruitment and selection practices followed by the IPS within the scope of Teaching and Research Staff.

The Recruitment Policy reflects IPS's values of innovation, excellence and responsibility and is the framework for all recruitment and selection processes, procedures and practices.

IPS is committed to the fundamental principles that guarantee equal access to employment for all and to the recruitment and selection processes for its employees being conducted in accordance with the applicable national and international regulations, fully in line with the principles of open, transparent and merit-based recruitment:

- **Open** – IPS recruitment processes are published on the institutional website, on the Euraxess portal, and on other publicity channels relevant to the vacancies available;
- **Transparent** – The recruitment and selection processes at IPS follow internal procedures that ensure their traceability and may be adapted according to the nature or specific requirements of the position to be filled, as well as the applicable national and European regulations;

- **Merit-Based Recruitment** – Applications are publicised and addressed to all persons, and no candidate may be privileged, benefited, prejudiced or deprived of any right, nor exempted from any duty, on the grounds of national or ethnic origin or ancestry, gender, age, nationality, language, religion, sexual orientation, gender identity or expression, marital status, family situation, economic situation, social origin or condition, membership of a national minority, citizenship or disability and political or ideological convictions. IPS ensures that the candidate selected, based on merit, is the person with the profile best suited to the needs of IPS and its Schools.

IPS values and promotes mobility and international experience, as well as the diversity of institutional and professional collaboration between different national and international institutions, contributing to increasing the quality of research.

The President of IPS

Professor Ângela Lemos

Setúbal, 21st April 2025

Recruitment Guidelines OTM-R



With the aim of adopting the best human resources practices to ensure that institutions select the best candidate whose profile best suits the open position, and to ensure equal opportunities and access for all, IPS has developed the following guidelines for conducting recruitment and selection processes for researchers and teaching staff, based on the basic principles of the Open, Transparent and Merit-Based Recruitment Policy (OTM-R).

Open Recruitment

IPS publishes the notices of recruitment procedures across various platforms and communication channels, depending on the profiles it seeks to recruit, in compliance with the applicable legal regulations. The opportunities are publicised on the institutional website and other channels appropriate to the vacancies available, namely in a national newspaper, on the Public Employment Exchange platform, in the 2nd series of the *Diário da República* and on the Euraxess platform. Adverts can also be shared on LinkedIn in order to reach a greater number of candidates. Information on open recruitment procedures is widely publicised in order to reach potential candidates both in Portugal and abroad.

- In the case of the recruitment of teaching staff and researchers, information about the recruitment procedures and the respective conditions must be published:
 - a) On the IPS website, at www.ips.pt in Portuguese and English,
 - b) On the Public Employment Exchange platform, at www.bep.gov.pt, on the 1st working day following publication in the *Diário da República*;
 - c) On <https://euraxess.ec.europa.eu/> in English, on the European portal for researchers EURAXESS
- Information about the recruitment procedure is also published, in Portuguese and English, on the IPS institutional website, and should be publicised by international research networks, depending on the position to be recruited.

- Information on open recruitment procedures for higher education teaching career categories and for the recruitment of career researchers under Decree-Law no. 124/99, of 20 April, must be published at least 30 working days before the deadline for submitting applications.
- Applications for doctoral researchers for a fixed-term contract under Decree-Law no. 57/2016, of 29 August, in its updated version, must be submitted at least fifteen working days after the publication of the Notice of Opening in the *Diário da República*; the selection committee may set a longer deadline, which may not exceed 30 working days.
- In the case of recruitment procedures for positions funded by external sources (e.g. Science and Technology Foundation), information about the procedure - in accordance with the requirements of the programme or project - must be made public at least fifteen working days before the deadline for submitting applications.
- Candidates must have access to information on the regulations for hiring teaching and research staff, including the **IPS OTM-R Recruitment Policy** and Guidelines and the remuneration ranges.
- The forms are available to all candidates on the IPS institutional website, in the Recruitment area.

Transparent Recruitment

IPS, in compliance with national legislation and internal regulations published in the *Diário da República*, defends a recruitment and selection policy based on transparent internal procedures that are traceable and can be adapted according to the nature or specificity of the position to be hired.

Candidates must have access to all information about the selection procedures in Portuguese and English. The information on the document based competition for the career of teaching or research staff, available online, must include at least a description of the legal framework applicable to the recruitment process:

- a) name of the category and the career to which it belongs;

- b) category without gender distinction;
- c) place of work and the Organic Unit where the activity will be carried out;
- d) scientific areas;
- e) reference to the salary range;
- f) number of posts to be filled under the recruitment procedure;
- g) type of legal employment relationship to be created;
- h) functional content characterisation;
- i) scope of recruitment - cumulative requirements for admission to the competition: description of the mandatory requirements to be met by candidates, in accordance with the scientific profile of the post, as well as the requirements relating to the qualifications required by law;
- j) period of validity of the competition;
- k) application form and required documents;
- l) final classification system;
- m) evaluation grid describing the selection criteria and indicating the weights assigned to each criterion;
- n) additional information on the assessment and selection process, indicating the means of notification to candidates;
- o) composition of the selection panel, which should, whenever possible, ensure a gender balance;
- p) publicising the notice;
- q) and reference to the non-discrimination and equal access policy.

Merit-based recruitment

IPS defends a policy of equality and diversity. All applicants must be treated equally. IPS does not accept any form of discrimination against candidates, namely based on national or ethnic origin or ancestry, gender, age, nationality, language, religion, sexual orientation, gender identity or expression, marital status, family situation, economic situation, social origin or condition, membership of a national minority, citizenship or disability, and political or ideological convictions.

The members of the selection boards must comply with the guidelines established in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, the IPS Code of Ethics and Conduct, the IPS OTM-R policy, as well as the legal regulations. The selection panel for the recruitment procedures must carry out an objective and merit-based assessment of the candidates, taking into account their qualifications and in accordance with the requirements established for the position in question.

In the selection procedure, candidates must be assessed by impartial selection boards, guaranteeing conditions for a fair, transparent and objective assessment.

The selection committees are appointed by the IPS President on the proposal of the Scientific Technical Councils (STC) of the Schools . In the case of the recruitment of fixed-term researchers to carry out projects, selection committees are appointed by the IPS President on the proposal of the research unit or host research unit in which the contracted person will be integrated, or of the responsible researcher, with the positive opinion of the STC.

The selection committees are mostly made up of individuals from outside the higher education institution, and gender balance must be guaranteed in their composition, in accordance with order no. 63/president/2023 of 27 February 2023, and they are made up of an odd number of members, with skills and experience that allow for a reliable and well-founded assessment of the candidates.

These guarantees and mechanisms aim to ensure that recruitment and selection procedures are conducted in a fair, transparent and impartial manner, promoting confidence in the recruitment and selection system.

Support Structures - OTM-R



IPS supports staff selection procedures for positions at all career stages for teachers and researchers. The **People Management Division** and the **Legal Advisory Services** provide technical-administrative support for selection procedures and are available to provide support at any stage of the recruitment process, as required. Staff in the People Management Division ensure professional communication with all candidates and respond competently and reliably to questions from both candidates and members of recruitment and staff selection boards.

The People Management Division also makes the IPS OTM-R Recruitment Policy and Guidelines available to the chairpersons of recruitment procedures, guaranteeing compliance with the quality standards of open, transparent and merit-based recruitment.

IPS supports potential applicants by providing a wide range of information and services on the IPS Science Platform. International applicants can find additional information at <https://investigacao-qua.ips.pt/>.



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