

PLATAFORMA DE CONCURSOS
GUIA RÁPIDO PARA SUBMETER DOCUMENTOS

CALL FOR APPLICATIONS PLATFORM
QUICK GUIDE TO SUBMIT DOCUMENTS

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01

Clique na ligação enviada na mensagem de correio eletrónico

Follow the URL provided in the e-mail message

Subject: Re: Call for applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence
Date: Tue, 23 Jun 2015 17:53:58 +0100
From: Jane <jane@tecnico.ulisboa.pt>
To: John Smith <miguel.m.coimbra@tecnico.ulisboa.pt>

Dear John Smith,

We acknowledge your interest in this call.

The following documents will be required to complete the application:

- Curriculum vitae
- Synopsis of the most relevant academic contributions
- PDF version of the most relevant scientific publications
- Scientific and pedagogical project
- Other relevant works
- Signed declaration on honor

To upload the required documents please use the following URL (PDF file format is highly recommended):

<https://dot.tecnico.ulisboa.pt/admissions/candidate/1416132321869843?hash=31ae43ea-d864-4c43-a5df-3edb50266798>

The above URL will be active until 2015.08.12 11.50 pm (GMT+1). You are allowed to add or replace a given document until this deadline (make sure to use the same file name in case of a document replacement).

You can find instructions to upload the documents at <http://drh.tecnico.ulisboa.pt/>.....

If you have any further questions, please do not hesitate to reply to this message.

Best regards,
 Jane
 Faculty and Researchers Unit
 Human Resources Division



02

Acederá à sua área na plataforma do concurso

You will access your area in the call for applications platform

The screenshot displays the user interface of the IST Applications Central platform. At the top left, there is the IST logo and the text ".IST Aplicações Centrais do IST". On the top right, there is a "Login" link. Below the header, there is a blue button labeled "Avisos". The main content area features a heading "1 Candidate John Smith" followed by the call for applications details: "Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00". Below this, there is a section titled "Documents Submitted by the Candidate" with a table header containing "File", "Size", "Created", and "Modified". Underneath the table, there is an "Add File" button, a text input field, a "Browse..." button, a text input field containing "No file selected.", and an "Upload" button. At the bottom of the page, the text "Instituto Superior Técnico" is visible.



03

Para carregar um documento, preencha o campo com o respetivo nome

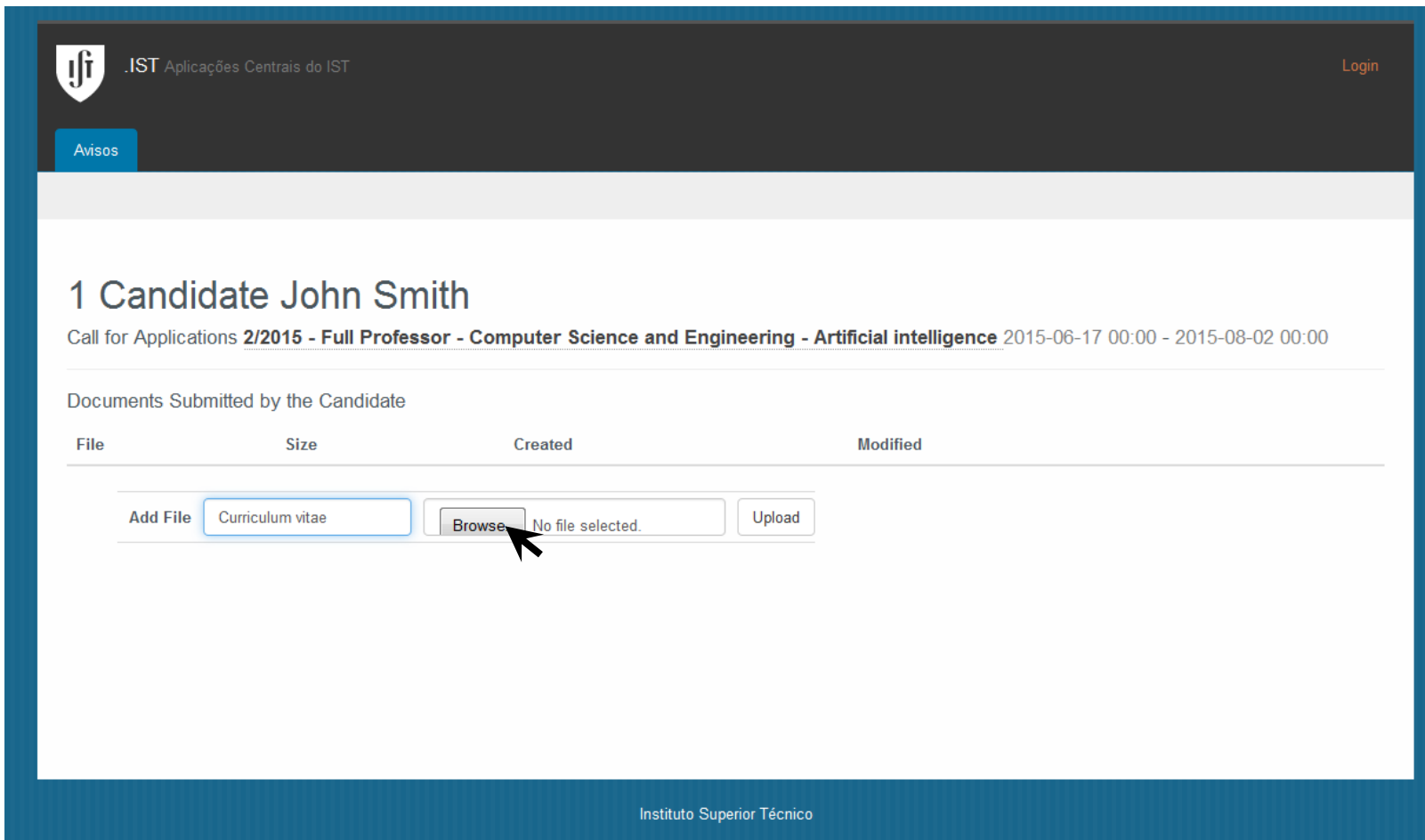
To upload a document fill the box with the document name

The screenshot shows the IST (Instituto Superior Técnico) application portal. At the top, there is a dark header with the IST logo and the text 'IST Aplicações Centrais do IST'. A 'Login' link is visible in the top right corner. Below the header, there is a blue button labeled 'Avisos'. The main content area displays the title '1 Candidate John Smith' and the application details: 'Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence' with dates '2015-06-17 00:00 - 2015-08-02 00:00'. Underneath, it says 'Documents Submitted by the Candidate'. A table with columns 'File', 'Size', 'Created', and 'Modified' is shown, but it is currently empty. Below the table, there is an 'Add File' button, a text input field containing 'Curriculum vitae' (circled in blue), a 'Browse...' button, a 'No file selected.' message, and an 'Upload' button. At the bottom of the page, the text 'Instituto Superior Técnico' is displayed.



04

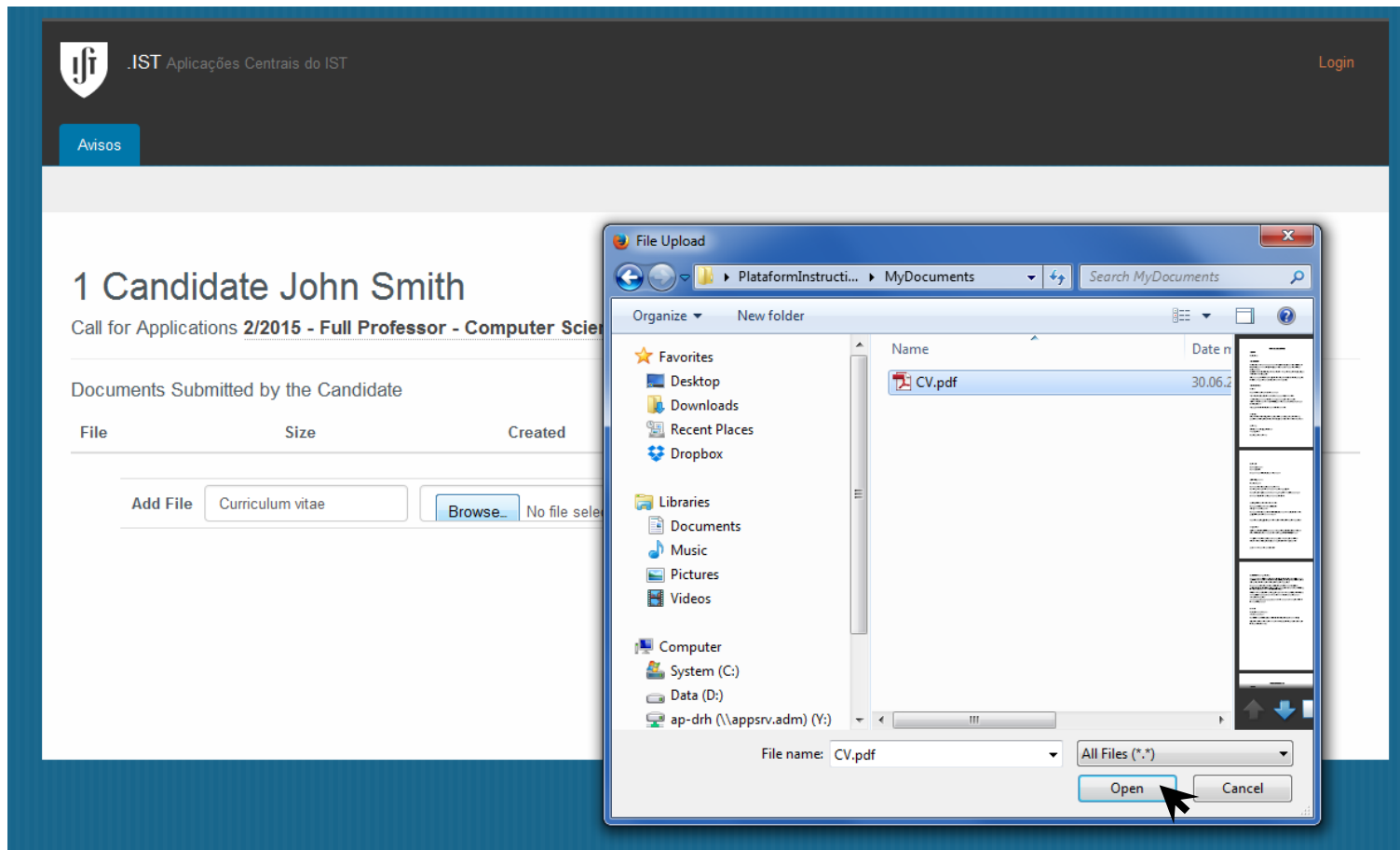
Prima o botão 'Browse'
 Press the button 'Browse'



05

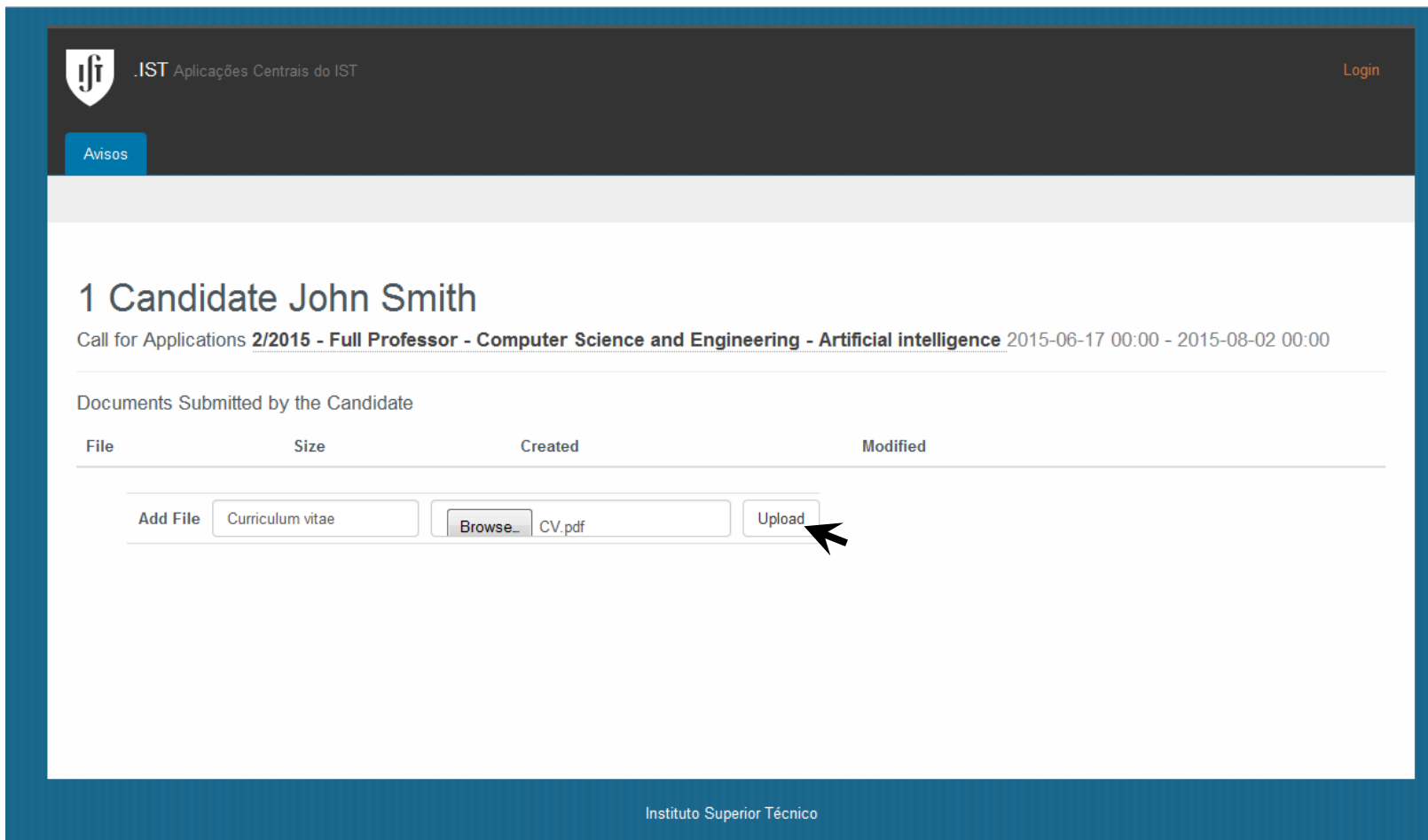
Escolha o ficheiro que pretende carregar

Choose the file you want to upload



06

Prima o botão 'Upload'
Press the button 'Upload'



07

O documento será adicionado à sua pasta de candidato
 The document will be added to your candidate folder

IST Aplicações Centrais do IST Login

Avisos

1 Candidate John Smith

Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00

Documents Submitted by the Candidate

File	Size	Created	Modified	
Curriculum vitae	207240	2015-06-30 10:51	2015-06-30 10:51	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Add File No file selected.

Instituto Superior Técnico



08

Para apagar um documento, pressione o botão 'Delete'
 To delete a document, press the button 'Delete'

The screenshot shows the IST application interface. At the top left is the IST logo and the text ".IST Aplicações Centrais do IST". At the top right is a "Login" link. Below the header is a blue "Avisos" button. The main content area displays "1 Candidate John Smith" and "Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence 2015-06-17 00:00 - 2015-08-02 00:00". Below this is a section titled "Documents Submitted by the Candidate" with a table:

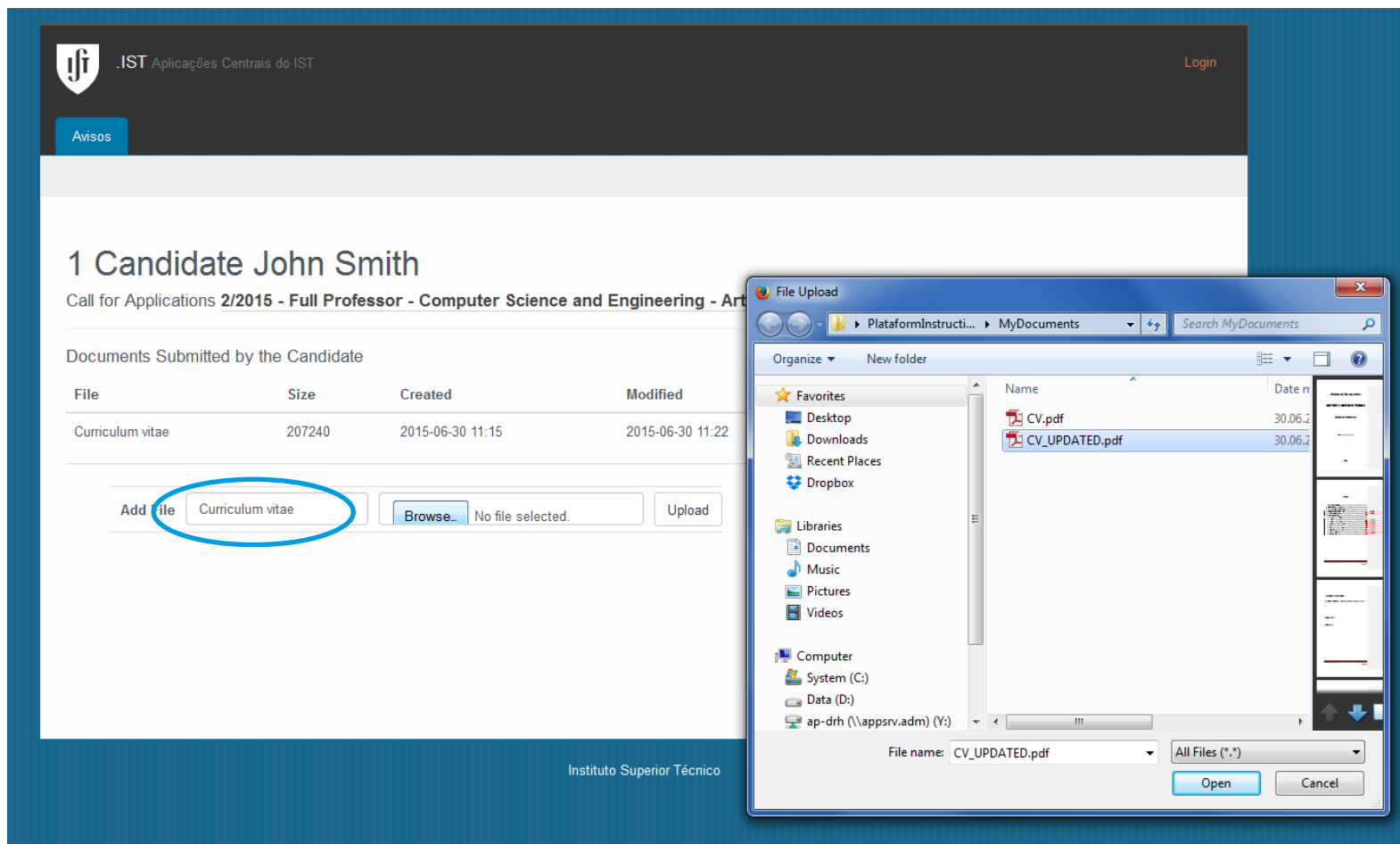
File	Size	Created	Modified	
Curriculum vitae	207240	2015-06-30 10:51	2015-06-30 10:51	Download Delete

Below the table is an "Add File" section with an input field, a "Browse..." button, the text "No file selected.", and an "Upload" button. At the bottom of the page is the text "Instituto Superior Técnico". A mouse cursor is pointing at the "Delete" button in the table.



09

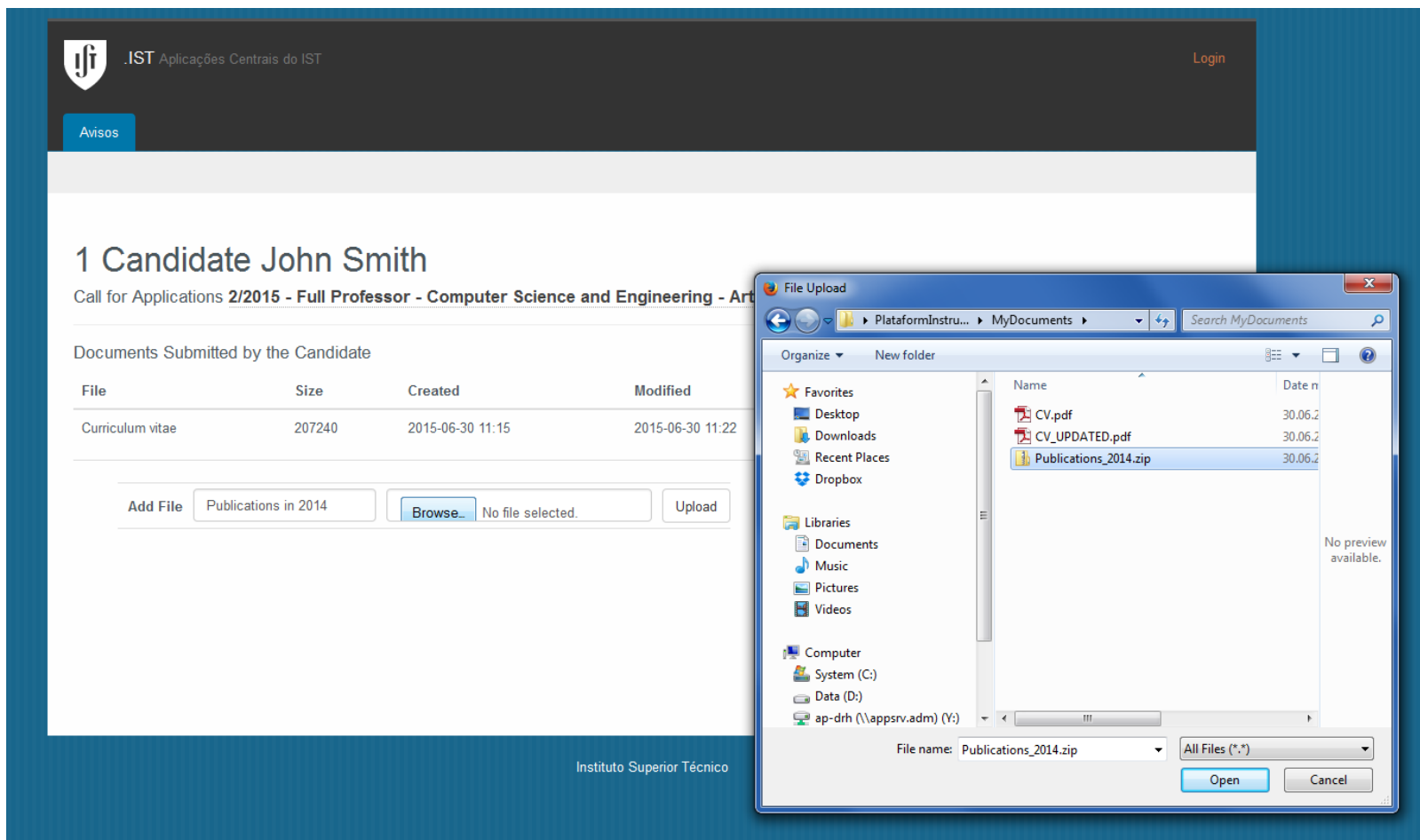
Para substituir um documento, submeta-o novamente, assegurando que tem o mesmo nome
 To replace a document, submit it again, making sure that you give it the same name



10

Se pretender carregar vários documentos simultaneamente, pode submeter um ficheiro compactado (.zip)

If you wish to upload several files at a time, you may submit a compacted file (.zip)



11

Pode descarregar os documentos previamente submetidos, pressionando o botão 'Download'
 You may download the documents you submitted, by pressing the button 'Download'

The screenshot shows the user interface of the IST application portal. At the top left is the IST logo and the text 'IST Aplicações Centrais do IST'. At the top right is a 'Login' link. Below the header is a blue 'Avisos' button. The main content area displays the candidate's name '1 Candidate John Smith' and the application details: 'Call for Applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence' with dates '2015-06-17 00:00 - 2015-08-02 00:00'. A section titled 'Documents Submitted by the Candidate' contains a table with two rows of submitted documents. Each row has 'Download' and 'Delete' buttons. A mouse cursor is pointing at the 'Download' button for the 'Publications in 2014' document. Below the table is an 'Add File' section with an input field, a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the bottom of the page is the text 'Instituto Superior Técnico'.

File	Size	Created	Modified	Download	Delete
Curriculum vitae	207240	2015-06-30 11:15	2015-06-30 11:22	Download	Delete
Publications in 2014	134	2015-06-30 11:50	2015-06-30 11:50	Download	Delete



12

Na data indicada na mensagem de correio eletrónico, a ligação deixará de funcionar. Até essa data, deverá submeter/lacrar a candidatura.

After the date/hour indicated in the email, the URL will no longer work. Until that moment, you must submit and seal your application.

Subject: Re: Call for applications 2/2015 - Full Professor - Computer Science and Engineering - Artificial Intelligence
Date: Tue, 23 Jun 2015 17:53:58 +0100
From: Jane <jane@tecnico.ulisboa.pt>
To: John Smith <miguel.m.coimbra@tecnico.ulisboa.pt>

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- Other relevant works
- Signed declaration on honor

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<https://dot.tecnico.ulisboa.pt/admissions/candidate/4446132321869843?hash=31ae43ea-d86>

The above URL will be active until 2015.08.12 11.50 pm (GMT+1). You are allowed to add or rep

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If you have any further questions, please do not hesitate to reply to this message.

Best regards,
 Jane
 Faculty and Researchers Unit
 Human Resources Division

IST Aplicações Centrais do IST

Aviços

1 Candidate John Smith

Call for Applications **2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence** 2015-06-17 00:00 - 2015-08-12 23:50

Documents Submitted by the Candidate

File	Size	Created	Modified	
Curriculum vitae	207240	2015-06-30 11:15	2015-06-30 11:22	Download Delete
Publications in 2014	134	2015-06-30 11:50	2015-06-30 11:50	Download Delete

Add File No file selected.

Instituto Superior Técnico



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Para submeter e lacrar a sua candidatura, use o botão no final da página
 To submit and seal your application, use the button at the end of the page

IST Aplicações Centrais do IST

Avisos

1 Candidate John Smith

Call for Applications **2/2015 - Full Professor - Computer Science and Engineering - Artificial intelligence** 2015-09-17 00:00 - 2015-10-12 23:59

Documents Submitted by the Candidate

File	Size	Created	Modified		
Curriculum vitae.pdf	207240	2015-09-22 10:46	2015-09-22 10:46	Download	Delete
Publications in 2014.zip	134	2015-09-22 10:52	2015-09-22 10:52	Download	Delete

Add File No file selected.

Final submission of your application is a MANDATORY STEP if you wish your application to be considered for evaluation. Submission of your application should only be done AFTER all necessary application documents have been uploaded. After submitting your application you will not be allowed to add, change or delete any previously submitted document.

TENHA EM ATENÇÃO

- A submissão da candidatura é **obrigatória**
- Se não for submetida, a candidatura **não será considerada**
- Certifique-se que só submete a candidatura **após ter carregado todos os documentos** e antes da data/hora indicada na mensagem de *email* e na plataforma
- Depois de ser submetida, a candidatura fica lacrada e **não poderá adicionar, modificar ou apagar documentos**

PLEASE NOTE

- Final submission of the application is **mandatory**
- If you don't submit it, the application **will not be considered**
- Make sure you submit the application only **after all application documents have been uploaded** and before the date/hour indicated in the email and in the platform
- After submitting, the application will be sealed and you **won't be able to add, change or delete documents**

