

Order No. 70/President/2020
(Repeals Order No. 65/President/2020)

**Conducting viva voce exams and processing tender procedures within the scope of
recruitment of teaching and non-teaching staff through telematics**

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II. As for viva voce exams and other acts, to which Law establishes public nature (Article 5, paragraph 2, of Law 1-A / 2020, of 19 March):

I. It is the respective IPS School or Service responsibility to ensure the technological conditions necessary to good working of tests or other public acts;

II. The dates, time, and means of conducting viva voce exams or other public acts will be published on the IPS website, informing those interested in attending them of the URL (link) to access the Microsoft Teams platform to access the public act session;

III. The session should no longer be available online, immediately after the public act;

IV. The intervening parties, namely the candidate and members of the jury, should fill in a declaration in which they expressly declare their agreement regarding the use of the video conference in non-recording mode as a means of conducting the exam¹;

V. In the scope of the viva voce exam procedures, intervening parties also declare their consent regarding the collection and processing of personal data on the above-referred declaration;

VI. As for academic assignments, current procedures are to be maintained in the case of reformulation of dissertation/internship/project reports, where only digital documentation should be used;

VII. In everything that does not counter or conflict with the rules contained in this Order, the provisions governing viva voce exams and other acts of a public nature remain in force;

VIII. A jury can only meet and deliberate as long as quorum, in general terms, is ensured, and the form of the act should be recorded in the minute;

IX. The respective minutes and annexes must be digitally signed, whenever possible;

X If the digital signature of any of the members of the jury is not possible, an email must be attached to the minute, within 24 hours after the end of the exam or public act, with their opinion, signed and digitized, with full agreement on the decisions taken;

XI. After carrying out the public act, all documents must be sent to the Academic Division through the procedure for delivering the dissertation / internship / project report indicated on the IPS portal or, in the case of other public acts, to the DRH (divisao.recursohumanos@ips.pt) for publication on the IPS portal.

¹ As Annex I