

Polytechnic of Porto

Porto Accounting and Business School

Notice

International tender for the recruitment of a Doctorate for the category of Assistant Researcher to carry out research activities in the area of Media and Communications: Multimodal, Multilingual, and Digital Communication, with an emphasis on the intersection of communication and technology, at the Centre for Organisational and Social Studies of the Polytechnic of Porto (CEOS.PP), of the Porto Accounting and Business School (ISCAP), in the form of an employment contract in public functions for an indefinite period of time, under the program FCT-TENURE – 1ª edition (Ref. 2023.11412.TENURE.001).

Reference: ISCAP-11/2024

In accordance with Article 24 of the Decree-Law no. 124/99 of 20 April, in its current wording, and by order issued on 15 July 2024 by the Dean of ISCAP, it is hereby made public that the period for the submission of applications for the international selection procedure is open to fill a position to develop research activities at the Centre for Organisational and Social Studies of the Polytechnic of Porto (CEOS.PP), of the Porto Accounting and Business School (ISCAP), under a model of employment contract in public functions for an indefinite period (tenure), under the General Law on Employment in Public Functions (LTFP), approved in annex to Law no. 35/2014, of 20 June, in its current wording. The submission is open for a period of thirty working days from the date of publication of this notice in the 2nd series of the Diário da República.

In accordance with the provisions of Article 24(1) of Decree-Law no. 124/99 of 20 April, in its current wording, this notice will be published in full in the 2nd series of the Diário da República, and on the first working day following publication in the Diário da República, on the Bolsa de Emprego Público (www.bep.gov.pt), in at least two national daily newspapers and on the websites of ISCAP (www.iscap.ipp.pt in Procedimentos Concurrais) and of the Foundation for Science and Technology, I. P. (FCT), in Portuguese and English.

In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, ISCAP, as the employing entity, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, scrupulously taking measures to avoid any form of discrimination.

The position opened under the FCT TENURE programme - 1st edition, and whose researcher will become a full member of this Research Unit and of the funding line to support the indefinite hiring of doctoral graduates (OE 2024 additional funding programme to stimulate the hiring of researchers).

1 - Applicable legislation

General Law on Labour in Public Functions (LTFP), approved in annex to Law no. 35/2014, of 20 June, in its current wording; Law n.º 75-B/2020 of 31 December; Code of Administrative Procedure (CPA), approved in annex to Decree-Law no. 4/2015, of 7 January, in its current wording; Statute of the Scientific Research Career, approved by Decree-Law no. 124/99 of 20 April, in its current wording.

2 - Authorisation order

The announcement of this tender was authorised by the Dean of ISCAP, on 15 July 2024, using the powers conferred on him by Article 17(1)(d) of the Articles of Association of ISCAP, following a proposal from the School's Technical-Scientific Council, after confirming that there is adequate budgetary funding and that the position now being announced is included in the School's staff map and is characterised therein as the holder's duty to carry out research activities assigned to an Assistant Researcher in the scientific area indicated above. The 2024 State Budget Law was also observed.

3 - Approval of this notice of tender

Under Article 24(1) of the ECIC, this notice of tender was approved by the Selection Board at its meeting of 15 November, 2024 according to the meeting minutes approved therein.

4 - Scientific Area. Category, career and institution

4.1 - The scientific area of this tender is Media and Communications, with an emphasis on the intersection of Communication and Technology.

4.2 - The School's Scientific-Technical Council has not identified any related scientific areas.

4.3 - This tender is open for the recruitment, by means of a contract of employment in public functions, by ISCAP of an Auxiliary Researcher, a category of the research career provided for in Article 4(a) of the ECIC;

5 - General and specific requirements for admission to the tender

5.1 - General requirements - the ones defined in article 17 of LTFP, approved by Law no. 35/2014 of 20 June.

5.2 - Specific requirements - beyond the ones defined in article 10 of the ECIC and considering the fact that the Technical-Scientific Council has not identified scientific areas related to the one for which this tender is open, the conditions for admission are:

5.2.1 - Being a holder of a doctoral degree in the scientific area of the tender or in a different area, but in this case having a relevant scientific curriculum in that area.

5.2.2 - Being an auxiliary researcher from another institution in the scientific area of the tender or in a different area, but in this case, having a relevant scientific curriculum in that area.

6- Salary. Working conditions

6.1 - The salary is that of the position in the single salary table equivalent to the salary due at index 195 of the 1st stage of the category of Assistant Researcher (€3,427.59 in exclusive dedication), as mentioned in Annex I of the ECIC. Exception will be made in case the candidate declared the winner of this tender is already employed in public functions in this category by another institution, with a higher salary. The basic annual salary is paid in 14 monthly instalments, one of which corresponds to the Christmas allowance and the other to the holiday allowance, and on which the compulsory deductions are levied, in accordance with the provisions of articles 150 to 152 and 169 to 173 of the Labour Code LTFP.

6.2 - Working conditions are those provided for in the ECIC, in the legislation governing employment contracts in public functions, and in the School's regulations applied to researchers it employs.

7- Location. Type of tender. Number of vacancies Application time frame

7.1 - The workplace of the Assistant Researcher to be hired following this tender will be at the Centre for Organisational and Social Studies of the Polytechnic of Porto (CEOS.PP), at ISCAP, located at Rua Jaime Lopes Amorim, s/n, 4465-004 S. Mamede Infesta.

7.2 - Under the terms of Article 9 (a) and Article 10 (2) of the ECIC, this is a document-based tender, which will consist of an evaluation of the candidate's curriculum vitae and scientific work.

7.3 - The evaluation mentioned in point 8.2 of this notice may be supplemented by an interview with each candidate whenever the panel so decides.

7.3.1 - The interview is not a selection method and is not graded.

7.4 -) The number of positions to be filled is one.

7.5 - The tender is valid until ISCAP hires the successful candidate.

8 - Job Description

The job description of the position to be filled is defined in Article 5 of the ECIC. CEOS.PP is an FCT-accredited research centre. The job is in the Media and Communications area, with an emphasis on the intersection of communication and technology and comprises the following research duties at CEOS.PP:

Development of research activities;

- Carrying out management, extension and dissemination activities of scientific research;
- Creation and monitoring of support services for researchers;
- Active search for public and private funding opportunities;
- Preparation and submission of applications for national and European competitive funding;
- Monitoring the evaluation of research: researchers, projects and institutions, particularly in the context of national and European evaluation systems;
- Teaching in the technical-scientific area of the tender, or related, with a limit of 4 hours per week

9 - Composition of the Selection Panel

Defined in the notice no. 23536/2024/2, published in the 2nd series of Diário da República no. 206, of 23 October 2024, in accordance with article 32 of DL 124/99, of 20 April.

Chairperson:

Manuel Fernando Moreira da Silva, Associate Professor and Dean of ISCAP of the Polytechnic Institute of Porto, who, in his absence, will be replaced by Manuela Maria Ribeiro da Silva Patrício, Associate Professor and Vice-Dean of ISCAP of the Polytechnic Institute of Porto.

Members:

- Alexandra Marina Nunes Albuquerque, Associate Professor at ISCAP;
- Alexandre Miguel Fernandes Gomes da Silva, Full Professor at ISCAP;
- Georgius Mikros, Full Professor at Hamad Bin Khalifa University, Qatar;
- Daniel Stein, Full Professor at the University of Siegen;
- José Agostinho de Sousa Pinto, Associate Professor at ISCAP;
- Paula de Fatima Peres Teixeira Almeida, Coordinator Professor of ISCAP;

Substitute members:

Ana Isabel Rojão Lourenço Azevedo, Associate Professor at ISCAP;

Isabel Cristina da Silva Lopes, Associate Professor at ISCAP.

10 - Admission requirements

In accordance with Article 10 of the of the [Hiring Regulation](#) order to be considered for a contract, applicants must fulfil the general and specific requirements upon the application deadline.

10.1 - General requirements: Nationals, foreigners and stateless persons who hold a doctoral degree may apply. If the PhD title has been conferred by a foreign higher education institution, under the terms of Decree-Law No. 66/2018, of 16 August, any formalities established therein should be fulfilled by the deadline for submission of applications. Thus, the applicant must provide a copy of the recognition of the doctoral degree in Portugal when submitting the application. However, the non-delivery of this copy does not determine the exclusion of the application, which is, in this case, admitted conditionally. However, the delivery of the recognition copy of the doctoral degree in Portugal will be compulsory when signing the contract.

10.2– Specific requirements:

10.2.1. To hold a doctoral degree in the scientific field of Social Sciences, the area of Media and Communications and other related social sciences (according to points 5.8 and 5.9 of the FOS classification)

10.2.2. To have published at least five scientific articles, in the last five years, in journals indexed in WoS-JCR (with impact factor) or Scopus-Scimago (Q1 or Q2) or ABS Journal Ranking;

10.2.3. To have participated in at least one research project financed by national or international funds in the last five years;

10.2.4. - Have mastery of the Portuguese and English language at level C1 in accordance with the Common European Framework of Reference for Languages (CEFR).

11 – Application form and submission procedure

Applications must be submitted within thirty working days from the date of publication of this notice in the 2nd series of the Diário da República, **mandatorily on the ISCAP Application Platform**, which is available on the ISCAP website (www.iscap.ipp.pt, em [Procedimentos Concursais](#): <https://domus.ipp.pt/concursos/iscap/pessoal/>).

11.1– Applications sent via email or other electronic means will not be accepted.

11.2 - Except for scientific articles, the documents supporting the application must be submitted in Portuguese or English.

11.3 - Under penalty of exclusion, the **application must** include the following documents:

a) an up-to-date and detailed *curriculum vitae* (CV) containing information on research activities, professional experience and training, service to the community and knowledge transfer, scientific supervision and management activities, considered relevant to the tender. The CV should identify activities that, under the terms of article 5 of the ECIC, are among the set of functions to be performed by an Assistant Researcher, taking into account the aspects and evaluation criteria set out in this notice and considered relevant to the scientific area in which this tender is open, in accordance with article 16(3) of the ECIC. The CV must be organised in accordance with the evaluation criteria in this notice.

b) Legible copy of the academic qualifications certificate(s);

c) a legible copy of Language Certificates of Foreign Languages (English and or Portuguese) (e.g: IELTS, TOEFL, Cambridge, PTE, Duolingo English Test, DUPLÉ, TELP);

d) a legible copy of the declarations from the organisations stating the candidate's professional experience as an Assistant Researcher in the scientific area of the tender, namely in the parameters and/or themes considered preferential, as well as their relevance to the development of this scientific area of Media and Communications, with an emphasis on the intersection of communication and technology. These aspects must be clearly presented in the CV.

e) A copy of up to five scientific papers that the candidate considers to be the most relevant, accompanied by a brief description explaining their contribution to the scientific area of the tender

f) A 3-year scientific project and activity plan, aligned with the objectives of the Research Group in Communication and Technologies and with the CEOS.PP profile, according to Annex I.

g) Letters of recommendation (optional);

i) Doctoral thesis (optional);

j) an Honour Pledge, which is attached to this notice. ANNEX II

11.4 - Failure to submit the documents referred to in points 11.3(a), 11.3(b), 11.3(e) and 11.3(f) will result in the candidate being excluded from the procedure.

11.5 - False statements provided by the applicants and/or the presentation of false documents will result in the reporting to the competent entity for disciplinary and/or criminal proceedings.

12 - Selection methods, evaluation and classification criteria

Candidates will be selected through an evaluation of their curriculum vitae and scientific work. Whenever the panel so decides, the evaluation mentioned above may be complemented by an interview with each candidate, aimed at obtaining clarification or explaining elements contained in the CVs, as provided for in Article 10 of ECIC This interview is not a selection method and is not graded.

13 - Panel Procedures and Guidelines

13.1 - The Panel shall respect the procedures and guidelines established by ISCAP and P.Porto.

13.2 - The Panel, at its first meeting held on the 15th of November, 2024, approved the circumstances on which an unfavourable vote on the absolute merit of candidates should be based; the ranking criteria of those approved on absolute merit, and the procedure for justified roll-call votes, which are set out below.

13.2.1 - A vote against approval on absolute merit must be based on one or more of the following circumstances:

a) the relevance, quality and timeliness of the candidate's curriculum vitae, and the most relevant and impactful academic contributions selected by the candidate, are clearly insufficient for the minimally adequate performance of the duties of Assistant Researcher in the scientific area of the tender; and/or

b) the five (5) works that the candidate considers being the most representative, namely in terms of their contribution to the development and evolution of the scientific area for which the tender is open, fail to demonstrate that the candidate has the necessary capacity to fulfil the duties of an Assistant Researcher in the scientific area for which the tender is open; and/or

c) in the last 5 (five) years, the candidate does not have a minimum of 5 (five) publications indexed in WoS-JCR (with impact factor) or Scopus-Scimago (Q1 ou Q2), which are relevant to the scientific area of the tender;

13.2.2 - Once the candidates approved on absolute merit have been definitively identified, in accordance with the provisions outlined in the previous point, the panel will rank these candidates according to the procedure set out in

Article 16(3) of the ECIC. The criteria identified and listed in the following points may be taken into account for the ranking, weighted with the preferential parameters.

13.2.2.1 - Quality of the candidates' scientific and technical work, which has been given a weighting factor of 65 % considering:

i) Scientific publications: a parameter that considers the books, book chapters, articles in scientific journals, and international conference proceedings that the candidate has authored or co-authored, considering:

Their nature;

The impact factor and the number of citations;

The scientific/technological level and innovation;

Diversity and multidisciplinary;

International collaboration;

The importance of contributions to advancing the current state of knowledge;

The importance of the works that the candidate has selected as the most representative, namely in terms of their contribution to the development and evolution of the scientific area for which the tender is open;

ii) Coordination and participation in scientific projects: a parameter that takes into account the candidate's participation in and coordination of scientific projects, subject to tender on a competitive basis, considering:

The territorial scope and its dimension;

The technological level and the importance of contributions;

Innovation and diversity;

The amount of funding obtained;

The role played in the project (e.g., main researcher, participant);

The level of demand of the tender, the evaluations of the projects carried out;

The prototypes/models created, particularly if they have been turned into products or services;

Promoting scientific activity: this parameter takes into account the candidate's ability to coordinate and lead research teams;

iv) Recognition by the national and international scientific community. This parameter takes into account:

Awards from scientific societies;

Editorial activities in scientific journals;

Participation in editorial boards of scientific journals;

Coordination and participation in programme committees for scientific events;

Being invited to give talks at meetings and scientific events;

Participation as a member of scientific societies with competitive admission and other similar distinctions.

v) A 3-year scientific project and activity plan, aligned with the objectives of the Research Group in Communication and Technologies, and with the CEOS.PP profile. This document must include a summary of existing knowledge on the subject to be dealt with, a critical presentation of the problems already dealt with and open problems, as well as a programme of studies relating to some of these problems, and should explain the proposed methodology, the planning of the necessary resources, and the expected outcomes and benefits, according to the template in Annex I.

13.2.2.2 - Providing services to the community and knowledge transfer, to which has been given a weighting factor of 10 % considering:

i) Industrial and intellectual property, including authorship and co-authorship of patents and models, taking into account their nature, territorial scope, technological level and the results obtained;

ii) Legislation and technical standards: a parameter that takes into account participation in drafting legislation and standards, taking into account their nature, territorial scope and technological level;

iii) Activities to disseminate science and technology to the scientific community and society. This parameter that takes into account the professional and social impact of:

The participation in scientific and technological dissemination initiatives (organisation of congresses and conferences) with the scientific community, the media, companies and the public sector;

Scientific and technological publications for the general public;

Presentation of lectures and seminars for the general public;

iv) Provision of services and consultancy integrated into the institutional mission: a parameter that takes into account participation in activities involving the business environment and the public sector, considering the type of participation, size, diversity, technological intensity and innovation;

13.2.2.3 - Experience and Professional Qualification, to which has been given a weighting factor of 10 %, considering:

Level and suitability of academic degrees and titles or professional qualification, as well as the candidate's professional experience as an Assistant Researcher in the scientific area of the tender, namely in the parameters and/or themes considered preferential, as well as their relevance to the development of this scientific area of Media and Communications, with an emphasis on the intersection of communication and technology. These aspects must be clearly presented in the curriculum vitae.

13.2.2.4 - Supervision and training, to which has been given a weighting factor of 10 % considering:

i) Mentoring and supervision of students, trainees, and research fellows: a parameter that takes into account the supervision of doctoral, master's, and undergraduate students, trainees and research fellows, considering the number, quality, scope, and scientific/technological impact of the resulting publications, theses, dissertations and final course work, especially award-winning work and international recognition;

ii) Professional training activities: a parameter that takes into account participation in and coordination of technological training activities aimed at companies and the public sector, considering their nature, technological intensity and results achieved;

13.2.2.5 - Activities in management bodies, to which has been given a weighting factor of 5 %, considering:

i) Positions in bodies or units of higher education institutions: a parameter that takes into account the nature and responsibility of the position;

ii) Temporary positions and tasks: a parameter that takes into account the nature, scope of activity and results obtained by the candidate when he or she participated in editorial activities for international journals, evaluation in scientific programmes, academic exam panels, tender evaluation panels and temporary positions and tasks that have been assigned by the competent management bodies, among others;

iii) Other positions: a parameter that takes into account the exercise of positions referred to in article 49 of the Scientific Research Career Regulations (ECIC) and positions in national and international scientific organisations.

13.3 - The preferential parameter is that the candidate is a recent doctoral candidate with high research potential and ability who wishes to enter a career in scientific research, with a curriculum vitae that is appropriate to the scientific area of the tender, with special emphasis on the candidate's scientific production in the last 5 (five) years, in the scientific field of the area of the tender.

14 - Decisions and minutes of the Panel

In accordance with the provisions of Articles 25 and 26 of the ECIC the Panel will decide by means of a reasoned roll-call vote based on the selection criteria adopted and publicised, with no abstentions allowed. Panel meetings, including those for the final decision, may be held by video conference. Minutes shall be drawn up of the panel meetings, containing a summary of what occurred in each meeting, as well as the votes cast by each member and respective grounds. The minutes will be published on ISCAP's website (www.iscap.ipp.pt in [Procedimentos Concursais \(Tender Procedures\)](#)) and on ISCAP's Application Platform, which notifies the applicants to the email given by each applicant when applying.

15 - Voting on final ranking and tie-breaking criteria

15.1 During the meeting, and before voting begins, each member of the Panel will present his or her ranking of the candidates in a written document, which will then be attached to the minutes, duly substantiated by taking into account the parameters and criteria that have been approved.

15.2 – On the various votes, each Panel member should respect the order presented in the written document, no abstentions permitted.

The first vote is intended to determine the applicant to be put in first place.

15.2.2. If an applicant receives more than half the votes, they will be ranked first. If this does not happen, the vote will be repeated after the candidate who received the least votes in the first ballot has been removed.

15.2.3. In the event of a tie between two or more least voted candidates, when existing at least one who did not finish in that position, a vote is held only on those who finished last, in order to break the tie. If a tie persists in this restricted vote, the Chairperson of the Panel decides which candidate to eliminate.

15.2.4. If all the candidates are tied in the first vote, the vote is repeated after a period of discussion between the members of the Panel. If the tie persists, it is up to the Chairperson of the Panel to decide which candidate to eliminate.

15.2.5. The process is repeated until one applicant receives more than half the votes for first place. Once that candidate has been removed, the whole process is repeated to define the second place and so on until an ordered list of all candidates is complete.

16 - Admission of candidates and notification

Successful candidates will be notified via ISCAP Application Platform. The notification will be sent to the email address used by each candidate when submitting their application.

The candidate in 1st place on the final ranking list must submit to ISCAP HR Department (Divisão de Gestão de Pessoas) the documents proving that he/she meets the legal conditions for an indefinite public employment relationship with ISCAP, following the honour pledge. This must be done within a non-extendible period of 10 days from the date on which he/she is notified to do so.

17 - Exclusion of candidates and notification of prior hearing

In order for the interested parties to be heard, under the terms of articles 121 to 125 of the CPA, the candidates whose application is excluded will be notified, via the ISCAP Application Platform, to the email address that was used by each candidate when submitting the application.

17.1 - Candidates will be immediately excluded from this tender if, by the closing date and at the place and in the manner specified in this notice, they fail to submit all the documents required, or if submitted, said documents do not prove that the candidate fulfils the general and special requirements set out in this notice.

17.2 - Candidates will also be excluded from the tender in cases where, even if they have been approved and ranked in the list of the final order of this tender in a position that allows them to occupy the post being advertised, they are asked to submit documents proving that they fulfil the legal conditions for establishing a legal employment relationship with the School for an indefinite period of time (tenure), but fail to submit said documents within the time limit set or, if submitted, said documents prove to be inadequate, false or invalid.

17.3 - If a candidate is excluded, by order of the Dean of ISCAP, based on the reason referred to in the previous paragraph, the candidate who immediately follows him/her on the final ranking list will be asked to submit a document proving that he/she fulfils the legally necessary conditions to establish a legal relationship of public employment for an indefinite period with the School.

17.4 - Candidates who are excluded as a result of the provisions of the previous paragraphs will be given a prior hearing and a period of 10 (ten) days to express their opinion.

18 - Prior hearing and approval of the list of final candidates

For the interested parties to be heard, under the terms of articles 121 to 125 of the CPA, the candidates will be notified of the final candidates ranking list, via ISCAP Application Platform, to the email address used by each candidate when submitting the application. After the hearing of interested parties and subsequent approval, the list of applicants' final order will be published in the 2nd series of the Diário da República and made available on ISCAP's website (www.iscap.ipp.pt at [Procedimentos Concurrais](#)). Applicants, including those who have been excluded, will be notified of the ratification of the final ranking list. The notification will be made through ISCAP's Application Platform, with a message to the email address provided in the application.

Recruitment

The doctoral candidate will be recruited in descending order of the final ranking of candidates and is expected to take up post on 01/04/2025.

ISCAP, on the 24rd of January, 2025.

The Dean of ISCAP, Manuel Fernando Moreira da Silva.

ANNEX I

Scientific Project and Activity Plan

Executive Summary: This project aims to address key issues within Communication and Technologies, aligning with the CEOS.PP profile. The objective is to conduct research, addressing both existing challenges and emerging issues. The methodology includes a detailed research plan over three years, with the expected outcome of advancing scientific knowledge and practical applications in the field. 1.

1. Introduction and Background:

Existing Knowledge: Summarize the state of current research, key studies, and how they relate to Communication and Technologies.

• Critical Problems:

- Resolved Issues: Discuss challenges that have been tackled in the field and their significance.
- Unresolved Problems: Highlight open issues that need further research and their relevance.

2. Objectives and Research Questions:

- General Objectives: Define the broad goals of the project in line with CEOS.PP's mission.
- Specific Objectives: List clear, measurable goals for the research over three years.
- Research Questions: Outline the main questions the project aims to answer.

3. Proposed Programme of Research:

- Year 1: Problem definition, preliminary analysis, literature review, and pilot studies.

Deliverables: Reports, frameworks, and tools.

- Year 2: In-depth research and data collection.

Deliverables: Datasets, prototypes, and analysis reports.

- Year 3: Integration of findings, dissemination, and application.

Deliverables: Publications, presentations, and final reports.

4. Methodology:

- Research Design: Explain the overall approach (qualitative, quantitative, or mixed-methods).
- Data Collection and Analysis: Detail the methods for data collection and analysis.
- Ethical Considerations: Address issues like data privacy, consent, and integrity.

5. Planning of Necessary Resources:

- Human Resources: Identify key team members and their roles.
- Financial Resources: Outline funding requirements, including salaries, equipment, and potential funding sources.
- Infrastructure and Tools: Describe required physical and digital resources.

6. Expected Outcomes and Benefits:

- Scientific Contributions: Discuss the research's theoretical, methodological, or practical contributions.
- Societal and Technological Impact: Explain how the research will benefit society and technology.
- Alignment with CEOS.PP: Show how the project contributes to CEOS.PP's mission.

7. Conclusion:

Summarize the significance of the project and its alignment with CEOS.PP's objectives. Highlight the expected contributions to the field.

ANNEX II

Honour Pledge

(name), candidate in the tender for the recruitment of an Auxiliary Researcher on the staff map of the Porto Accounting and Business School, hereby declares on honour that he/she meets all the requirements for admission to this tender that are laid down in the Law, in particular in Chapter IV of the Scientific Research Career Regulations, in the Regulations, and in this notice.

The declarer is fully aware that making false declarations will lead to the exclusion from this tender, without prejudice to being reported to the competent authority for criminal prosecution.

The declarer is fully aware that, should he/she be placed in a position eligible for recruitment in the final ranking of this tender, he/she has a non-extendible period of 10 working days from the notification of that final ranking to present to the Porto Accounting and Business School, documents proving that he/she fulfils the requirements for admission to this tender.

The declarer is also fully aware that failure to present the supporting documents referred to in the previous paragraph for any reason attributable to him/her will result in his exclusion from this tender.

...(Place, date) (Signature)