



CONDITIONS OF RESOLUTION 103_SAIp_PDI-2025-784/23

COMPETITIONS FOR THE RECRUITMENT OF ASSISTANT PROFESSORS IN THE SERRA HÜNTER PROGRAMME

1. General regulations

1.1 These competitions are governed by the provisions of the Organic Law on the University System (LOSU), Law 29/2010, of 3 August, on the use of electronic media in the public sector in Catalonia; Law 19/2014, of 29 December, on transparency, access to public information and good governance; Spanish Law 19/2013, of 9 December, on transparency, access to public information and good governance; Spanish Law 39/2015, of 1 October, on the common administrative procedures of public administrations; Law 40/2015, of 1 October, on the legal system governing the public sector; Royal Legislative Decree 5/2015, of 30 October, which approves the recast text of the Law on the Basic Statute of Public Employees; Decree 128/2010, of 14 September, on accreditation of language proficiency for teaching staff employed by universities in the Catalan university system; the Statutes of the Universitat Politècnica de Catalunya; and Governing Council Decision CG/2023/03/09, of 13 April 2023, which approves the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language.

1.2 The employment contracts will be contractual rather than statutory, for a fixed term and full-time. The term of the contracts is six years. After the first three years of the contract, the University carries out an informative performance evaluation, in accordance with Article 78 of the LOSU. The calculation of the maximum term of the contract and its evaluation is interrupted in cases of temporary disability and periods of leave and flexible working hours, including leave for gestation, pregnancy, birth, adoption, fostering for the purposes of adoption, temporary foster care, infant feeding, risk during gestation, pregnancy or infant feeding, and gender violence and other forms of violence against women, as well as for reasons of work-life balance or for the care of a relative or dependant. If the candidate selected has previously been under contract at another institution, the assistant professor contract is signed for the term remaining up to the maximum term of six years.

1.3 In the competitions, the principles of equal opportunity, merit, ability and public disclosure must be guaranteed.

1.4 The contracts offered are listed in the resolution on the call.

1.5 Non-working days, with respect to these conditions, are those published in the University's e-services portal: <https://seuelectronica.upc.edu/ca>.

1.6 In accordance with Article 45 of Law 39/2015, of 1 October, on the common administrative procedures of public administrations, resolutions and communications on the competition will be published on the noticeboard for teaching and research staff competitions on the UPC web page <https://treballa.upc.edu/ca>, in the section Convocatòria de concursos > Concursos Serra Hünter > PSH 2024-1. This is the medium by which the communications of the committees for the various competitions and the hiring proposal are made public. Therefore, candidates must regularly check the noticeboard, as interested parties are considered to have been notified in a timely fashion and the periods for possible claims and appeals are initiated in this way.

1.7 The University may rectify at any time, ex officio or on application, any material errors, errors of fact or arithmetical errors that may occur in the procedure.

2. Requirements for candidates

Candidates must meet the following requirements when the period for submitting applications ends and must continue to meet them until the moment they sign the contract:

- a) Candidates must be aged 16 or over and not exceed the maximum age of compulsory retirement, which is understood to be the age at which the retirement pension can be drawn without a reduction coefficient due to age, in the terms established in Article 67 of the Basic Statute of Public Employees.
- b) The selection process is open to candidates of any nationality.
- c) Candidates must have the functional capacity needed to perform university teaching staff duties.
- d) Candidates must not have been barred from serving public administrations or the constitutional or statutory bodies of the autonomous communities as a result of disciplinary action, or disqualified absolutely or extraordinarily from carrying out public functions in a legal ruling, from accessing the statutory staff body or scale, or from carrying out functions similar to those they carried out as contractual staff, if they have been barred. Candidates who are nationals of other countries must not have been barred from public service or subjected to disciplinary proceedings that prevent them from accessing public employment under the same terms in their own country.
- e) Candidates must hold a doctoral degree.
- f) Candidates must have a certificate that accredits them as having sufficient knowledge of the Catalan language, as stated in Governing Council Decision CG/2023/03/09, of 13 April 2023, which approves the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language. If they do not, in accordance with the applicable regulations if they pass the selection process and sign the corresponding contract they must register for the Catalan language training pathway for UPC teaching and research staff leading to Catalan sufficiency (CEFR Level C1).
- g) Candidates must not be subject to restrictions because of incompatibility, in accordance with Law 53/1984, of 26 December, on incompatibilities for staff working for public administrations.

3. Applications

3.1 Applications to participate in the call must be addressed to the rector of the Universitat Politècnica de Catalunya. The deadline for submitting applications will be 20 calendar days from the day after the publication of this resolution in the *Official Gazette of the Catalan Government* (DOGC).

In accordance with the provisions of Article 14.3 of Law 39/2015, of 1 October, on the common administrative procedures of public administrations, considering the specific staff group, candidates must apply electronically using the [standard application form](#) that is available in the e-services portal and on the web page for the call, with the exceptions established in the Regulations of the General Registry of the UPC, in accordance with Governing Council Decision CG/2019/07/33, of 11 December 2019.

An e-mail address must be given in the application for communication purposes. It is the responsibility of candidates to guarantee that the e-mail address they give in the application is current, to check it and to ensure the e-mails sent are not rejected or processed inappropriately, thus preventing correct communication.

3.2 In addition to the standard application form, candidates must provide the following documents:

- a) A copy of their national identity document, passport or ID card.
- b) A copy of their doctoral degree.

If the candidate's degree was not awarded by a Spanish university, it must have been homologated to an official Spanish degree or have been certified to be equivalent to the doctoral level by the University



before the contract is signed.

c) A copy of the certificate accrediting sufficient knowledge of the Catalan language CEFR Level C1. If they do not have the certificate, in the standard application form they can ask for a temporary exemption in accordance with the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language, which were approved in Governing Council Decision CG/2023/03/09, of 13 April 2023.

d) Full curriculum vitae, in any format.

e) A document specifying the candidate's five most valuable academic contributions (articles, books, patents, etc.).

f) A brief description of the candidate's teaching career (maximum 1 page).

g) A concise statement of the candidate's teaching and research interests, in line with the field of the contract offered for the next five years. The document must be no longer than six pages.

h) Candidates must state in their application whether they are opting for the preferential merit of assistant professor certification and attach a copy of the favourable report by the Catalan University Quality Assurance Agency (AQU) or the National Agency for Quality Assessment and Accreditation for accessing the category of assistant professor.

i) Candidates must state in their application whether they are opting for the preferential internationalisation merit. The internationalisation of candidates is considered to have been fulfilled if academic activity is accredited in a foreign (non-Spanish) institution during doctoral training or in the postdoctoral stage for a minimum of one year (academic stays of two months or more can be counted). It is also considered to have been fulfilled if the doctoral thesis has been completed at a foreign (non-Spanish) university.

Templates for documents d), e), f), g) and i) can be found on the web page for the call and the documents submitted must be in English.

We advise adding first name and surnames to the files.

3.3 Candidates from non-EU countries, as stated in the article of the Regulations of the General Registry of the UPC, must submit their application in accordance with the procedure established on the call's web page (with the consent of the authorised public employee).

4. Admission of candidates and preferential merits

4.1 Once the period for submitting applications has ended, the shortlist of admitted and excluded candidates, which includes reasons for the exclusions, and the shortlist of candidates opting for the preferential merits in points h) and i) are published.

4.2 Applicants may request that their application be corrected in a written statement addressed to the rector within 10 working days from the day after the publication of these shortlists. This statement must be submitted electronically using the standard form that is available in the e-services portal and on the web page for the call.

4.3 Candidates provisionally excluded who do not correct the defects in their application that have led to their exclusion before the deadline will be definitively excluded, and those who do not remedy the absence of accreditation of a merit they have applied for are considered to have desisted in this regard.

4.4 Once the deadline for submitting any claims has passed, the resolution on definitively admitted and excluded candidates, if applicable, and the resolution on the preferential merits accredited are published.

4.5 Legal action against the two resolutions, which exhaust the right of appeal through administrative channels, may be pursued at the Labour Courts of Barcelona within two months from the day after the

date of publication.

5. Selection committee

5.1. The selection committees that carry out the selection process, given that it is a call for applications stemming from a programme of excellence, are formed in accordance with Article 86.2 of the LOSU.

The selection committee for each post is indicated in the appendix to the resolution on the call.

5.2 The rules governing the internal functioning of the selection committees must comply with the provisions of Law 26/2010, of 3 August, on the legal and procedural system for the public administrations of Catalonia.

5.3 Committees must be constituted within three months from the publication of the resolution in the DOGC.

Exceptionally and with proper justification, a committee may ask the convening body for this period to be extended. If the convening body authorises the extension, this is communicated to all the parties interested in the process.

5.4 Selection committee members are obliged to safeguard the secrecy and confidentiality of the issues to which they are privy and of personal or other information that refers to identified or identifiable individuals.

5.5 Selection committee members are eligible for compensation for the work they carry out.

5.6 For the purposes of communications and other issues, selection committees are headquartered at the Access and Provision Service-concursos PDI, third floor, Vèrtex building, Plaça Eusebi Güell, 6, 08034 Barcelona. Communications may also be sent by e-mail to the address concursospdi.saip@upc.edu, with "Serra Hünter teaching and research staff competitions" as the subject.

5.7 The Works Council for contractual teaching and research staff may appoint a representative for each competition, who must belong to a category that is equal, equivalent or higher in rank than the post offered in the competition and who participates in the committee's actions in an advisory, non-voting capacity.

5.8 Committee members are subject to the rules governing abstention and disqualification set out in articles 23 and 24 of Law 40/2015, of 1 October, on the legal system governing the public sector.

5.9 Committee members and the representative of the Works Council for contractual teaching and research staff shall sign the declaration of absence of conflict of interest (DACI) provided by the Serra Hünter Programme.

5.10 Throughout the call, committee members, with the exception of the secretaries, may choose to participate on site or remotely in those stages of the selection process that the conditions do not foresee are to be conducted remotely. Given this, both the secretary and the candidate must attend the competition tests in person if required to. As a rule, the secretary must participate in person, although the committee may arrange for another member of the committee to participate in person.

5.11 The minutes of the competitions are signed by the secretary with the approval of the chair and with the electronic consent of the members, in accordance with Article 18 of Law 40/2015, of 1 October, on the legal system governing the public sector. Exceptionally, the committee chair may register their

approval with a handwritten signature on a copy of the documents if they do not have an electronic signature.

5.12 The committee chair must call the teaching staff member appointed by the Works Council for contractual teaching and research staff to committee meetings.

5.13 The committees may receive technical advice from an advisor appointed by the vice-rector responsible for teaching and research staff, who may intervene in a non-voting capacity in the manner or at the time established by the committee, subject to the signature of the corresponding DACI (provided by the Serra Hünter programme).

5.14 The constitution of the committee requires that all members be present. Any members who fail to attend are dismissed and replaced by the corresponding substitute member. If the committee is left with fewer than three members once it has been constituted, the committee's actions are suspended and a new committee is appointed. The new committee may not include the members of the original committee who were dismissed.

5.15 The committee's actions are public and its deliberations are secret.

6. Selection process

6.1 In accordance with Article 205.1 of the Statutes of the Universitat Politècnica de Catalunya, the selection committee's appraisal is based on the principles of public disclosure, equality, ability and merit. The University guarantees equal opportunities for people with disabilities and takes the necessary measures to adapt to their specific needs in order to guarantee equal access, in accordance with applicable legislation.

6.2 The committee chair must convene the member of the UPC's teaching and research staff appointed by the University's trade union body to all meetings. This member, who must belong to a category that is equal, equivalent or higher in rank than the post offered in the competition, participates in the process in an advisory, non-voting capacity.

6.3 Constitution of the selection committee

The selection committee is constituted after the date on which the definitive list of admitted and excluded candidates is published and within three months from the day after the publication of this call in the DOGC.

If the committee has not been set up within this period, an extension of one month may be requested from the rector, with reasons being given for the request. The date set for the constitution of the selection committee will be published on the UPC website, in accordance with Section 1.6.

The selection committee will be constituted online and all members or their corresponding substitutes must be present.

Throughout the call, committee members, with the exception of the secretaries, may choose to participate on site or remotely in those stages of the selection process that the conditions do not foresee are to be conducted remotely. Given this, both the secretary and the candidate must attend the competition tests in person.

Once the committee has been constituted, at least three members must participate for it to be able to act legitimately. If there are fewer than three members, the committee is dismissed and a new committee is appointed in accordance with the established procedure.

6.4 Assessment criteria

When the committee is constituted, it must decide the specific criteria for assessing candidates in the first and second stages of the competition. The assessment of candidates will rest on international criteria for assessing high-level academic activity and will consider candidates' careers, particularly the importance and impact of their scientific and technical publications and any competitive research projects they have been awarded; the quality of their teaching and any distinctions received in that regard; knowledge transfer activity, intellectual property rights and registered patents; their leadership qualities; their international mobility and visibility; and any other notable academic and professional achievements.

In the first stage, the favourable report by the Catalan University Quality Assurance Agency (AQU) or the National Agency for Quality Assessment and Accreditation for accessing the category of assistant professor and the internationalisation certification are considered preferential merits under the terms of these conditions.

These merits must be binary (Yes/No); they cannot be assessed in part and their weight must be equal to or greater than any of the other specific assessment criteria approved by the committee. The two merits must have the same score. The scores for the first and second stages are not weighted. The prioritised list in the hiring proposal is drawn up in accordance with the score for the second stage.

The criteria that will be assessed in the first stage and the second stage must be stated, as well as the breakdown of the scores for each of the criteria.

If there are more than four candidates in the first stage, the shortlist will be used. No fewer than two candidates must remain per contract offered, except in cases duly and unanimously justified by the committee, for which detailed arguments that each of the other candidates do not fit the post's profile must be given. Candidates included in the shortlist are deemed suitable.

If there are fewer than four candidates all of them go on to the second stage.

The minimum score for passing the second stage is agreed in the second stage.

The scores for the first and second stages are not weighted. The prioritised list in the hiring proposal is drawn up in accordance with the score for the second stage.

The assessment criteria are published as outlined in Section 1.6.

The competition takes place in the following stages in accordance with the stated procedure.

6.5 First (disqualifying) stage:

The first stage is carried out online and eliminates all candidates who do not pass the stage. It involves analysing and assessing the specific merits of candidates.

Once the specific assessment criteria have been published, SAiP - Concursos PDI submits candidates' documents to the committee.

Within 20 working days from the date on which the assessment criteria are published, selection committee members draw up an individual report on each candidate in keeping with the documents submitted. These reports help shape the committee's decision and do not form part of the competition's record.

In view of the members' proposals, the committee will, within 10 working days from the end of the period for submitting the individual reports, agree on the report for each of the candidates. The number of



candidates who will access the second stage is agreed by the committee in the assessment criteria, in accordance with the score obtained.

In its report the committee will give a breakdown of each candidate's score and the reasons for it, in accordance with the criteria agreed.

The result of the first stage is published in accordance with Section 1.6.

6.6 Second (disqualifying) stage:

The second stage will consist of an on-site, disqualifying and public test in which the suitability of the candidate for the contract will be assessed.

When the results of the first stage are published, or within a maximum of 10 working days from their publication, the committee will publish the calendar for the second stage at least three weeks in advance. This calendar states the place, date and time of the test for each candidate who has passed the first stage.

The calendar for the second stage is published in accordance with Section 1.6.

Before the selection test, the committee may request that documents certifying the merits mentioned in the candidate's CV be submitted, preferably in electronic format.

Candidates who fail to show up at the set time are called for a second time 15 minutes later. If they fail to show up at all they will be considered absent and excluded from the selection process, except in demonstrable cases of force majeure, which will be reviewed by the committee. In any event, the test may only be delayed if this does not interfere with the conclusion of the process in the period foreseen.

The test involves a brief personal presentation and a seminar on a topic of the candidate's choosing, lasting an hour and a half at most.

The committee will then ask any questions that it deems appropriate on the merits presented in the candidate's curriculum vitae, the seminar given and the activities that successful candidates will be expected to carry out. In view of the characteristics of the Serra Hünter Programme, the test will be conducted in English.

The committee will draw up the joint report on each of the candidates, giving a breakdown of each candidate's score and the reasons for it, in accordance with the criteria agreed.

Candidates who have obtained the minimum mark stated in the assessment criteria pass the second stage.

7. Hiring proposal

7.1 When the selection test has been completed, the committee will draw up a prioritised list of candidates who have passed the selection process in decreasing order of the score for the second stage and propose that the highest-ranked candidate be hired.

If none of the candidates passes the competition, the competition will be declared vacant.

The hiring proposal or the statement that the post remains unfilled is published in accordance with Section 1.6, once the duly signed document is available.

7.2 Candidates may lodge an appeal with the rector against the hiring proposal, and against the result of the first stage of the competition in the case of candidates who have not passed it, within 10 working days from the date of publication of the hiring proposal.

In accordance with Article 78 of the University's Statutes, it corresponds to the Appeals Committee to

assess claims against the committee's proposals and to ratify or not the resolution appealed against. Subsequently, the rector issues a resolution that is in keeping with the indications of the Appeals Committee, which may be in agreement with that which is stated in the resolution.

7.3 Once the period for appeals has ended, the rector issues the definitive resolution on the awarding of the contract or contracts.

7.4 If there have been no appeals, legal action against this resolution, which exhausts the right of appeal through administrative channels, may be pursued at the Labour Courts of Barcelona within two months from the day after the date of publication.

8. Award of contracts

The committee must issue a decision on the competition within six months from the publication of this call in the DOGC. The committee may request that the rector extend this period for justifiable reasons.

9. Formalisation of the contract

9.1 In order for the contract to be formalised, the successful candidate must submit the documents required by the University's Personnel Service.

9.2 The candidate selected joins the Serra Hünter Programme as long as they meet the requirements foreseen in current legislation for the type of contract and the internationalisation requirement established. If the candidate selected cannot be affiliated to the Programme, the University may offer an additional Serra Hünter contract the following year.

9.3 If the doctoral degree has not been homologated, the equivalence of the foreign degree to the doctoral academic level may be [applied for](#). Once the required documents have been submitted, the term of the contract will begin within six months from the publication of the resolution on the definitive award of the contract, preferably at the start of an academic semester. If the parties agree, this period may be extended.

9.4 Candidates must prove that they meet the requirements for knowledge of the Catalan language outlined in Section 2.3 in accordance with Governing Council Decision CG/2023/03/09, of 13 April 2023, which approves the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language.

If candidates do not submit the necessary documents within the period established (except in cases of force majeure, which will be confirmed by the convening body) or they do not meet one of the requirements for the award of the contract, the award will be revoked, without prejudice to any liability that the candidate may have incurred if false information has been provided. In such circumstances, the contract will be awarded to the next person on the selection committee's prioritised list of candidates.

9.5 The terms and conditions of employment will be set out in the contracts in accordance with the terms of the call for applications and the provisions of relevant legislation.

If the person to be contracted as an assistant professor has accredited the preferential internationalisation merit they will be affiliated to the Serra Hünter Programme. If the candidate selected cannot be affiliated to the Programme, the University may offer an additional Serra Hünter contract the following year.

The following additional clauses that professors contracted in the Serra Hünter Programme must fulfil will be included in the contract:



1. The person under a tenure-eligible assistant professor contract will be specifically assessed on their academic merits, under the terms established in the Serra Húnter Programme.
2. The contracted person must submit a biographical note that includes the most relevant aspects of their CV and authorise that it be published on the Serra Húnter Programme website.
3. As well as following each University's policy, the contracted person must sign all their academic and scientific output as "Serra Húnter Fellow", "Professor Serra Húnter" or "Profesor Serra Húnter", as appropriate.
4. If the contracted person loses, for whatever reason, their affiliation to the Programme, they must cease to refer to themselves as "Serra Húnter Fellow", "Professor Serra Húnter" or "Profesor Serra Húnter", and the clauses above will not apply.
5. The execution of the contract entails the University communicating the personal data that are strictly necessary to facilitate the management of the Serra Hunter Programme to the management of the Programme.

Non-EU nationals and persons who cannot be included in the framework of application of international treaties signed by the EU and ratified by Spain must have a work and residence permit before signing a contract.

10. Right of access to documents

The documents provided by the participants in the competition are subject to Article 26 of Law 26/2010, of 3 August, on the legal and procedural system of the public administrations of Catalonia. The documents submitted must not include information that is unnecessary for the intended purpose or that requires special protection. In any case, access to the information will only be granted if it does not conflict with the fundamental right to the protection of personal data.

11. Processing of personal data

- a) In accordance with the provisions of Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, which repeals Directive 95/46/EC (General Data Protection Regulation), and Organic Law 3/2018, of 5 December, on personal data protection and the safeguarding of digital rights, we inform you that the Universitat Politècnica de Catalunya (UPC) is responsible for processing the personal data contained in the application.
- b) The purpose of the processing of the personal data is to manage this call for applications and its legal basis is the fulfilment of a public-interest mission.
- c) The UPC will not transfer or communicate your personal data except in the cases provided for by law or when it is necessary for the purposes of the processing.
- d) The personal data provided will be conserved as long as is needed to fulfil the purpose for which they were collected and to determine any liabilities stemming from them.
- e) Interested parties may exercise the right to data access, rectification, erasure and portability and to restrict or object to processing, as provided for in the prevailing legislation, through the e-services portal:
https://seuelectronica.upc.edu/ca/Tramits/Exercici_drets_relatiu_proteccio_dades_personals
or by writing to the data controller at the postal address Carrer Jordi Girona, 31, 08034 Barcelona. If you believe your rights have not been adequately protected you may communicate this fact to the data protection officer at the postal address Plaça Eusebi Güell, 6, Edifici Vèrtex - 08034 Barcelona or by writing to the following e-mail address: proteccio.dades@upc.edu. Data subjects may also file a complaint with the Catalan Data Protection Authority (APDCAT) on its website.
- f) The UPC will carry out any necessary actions to fulfil the principles and duties established in the applicable regulations on personal data protection. To this end, and in accordance with the aforementioned regulations and laws on administrative procedures, we hereby inform you that identifying details may be published in the call's web portal.



- g) In compliance with current regulations, the UPC guarantees that it has taken the technical and organisational measures needed to maintain the level of safety required in view of the nature of the personal data processed.
- h) In accordance with Clause Twenty-Three of the Serra Hünter Agreement, the system of liability of the parties in the processing of personal data derived from the execution of the Agreement, as well as the rest of the obligations in matters of data protection, is in accordance with the provisions of Appendix II of the Agreement.