



## SPECIFIC CONDITIONS OF RESOLUTION 916/2018 OF 7 MAY

### COMPETITIONS FOR THE HIRING OF ASSISTANT PROFESSOR TEACHING STAFF IN THE SERRA HÜNTER PROGRAMME

#### 1. General regulations

1.1. This competition is the second stage in the process of recruiting teaching and research staff within the Serra Hünter Programme, in accordance with the Government of Catalonia's decision of 16 May 2017, which approves the Serra Hünter Programme for the period 2016-2020 and its characteristics, and the agreement between the Administration of the Government of Catalonia, through the Ministry of Business and Knowledge, and Catalan public universities on the development of the Serra Hünter Programme for contracted teaching staff in the period 2016-2020 and the posts offered in 2016-2017.

1.2. This competition is governed by Organic Law 6/2001, of 21 December; Organic Law 4/2007, of 12 April, on Universities, which amends Organic Law 6/2001 on Universities; Law 1/2003, of 19 February, on Catalan universities; 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; 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; and the Statutes of the Universitat Politècnica de Catalunya.

1.3. The employment contracts will be contractual rather than statutory.

1.4. The contracts are listed in the resolution of the call.

1.5. Non-working days, with respect to these conditions, are those published in: <https://seuelectronica.upc.edu/ca/eines/calendari-dies-inhabils-2018>.

1.6. In accordance with the provisions of Article 45 of Law 39/2015, of 1 October, on the common administrative procedures of public administrations, the interested parties are considered to have been notified in a timely fashion by the publication of the resolutions and communications concerning the competition on the UPC webpage <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Hünter > Resolució 916/2018", and the periods for claims and appeals begin.

#### 2. Requirements

In order to be admitted to the competition, applicants must meet the requirements when the period for submitting applications ends and must continue to meet them until the moment they sign the contract.

##### 2.1. General requirements

- a. The selection process is open to candidates of any nationality.



b. Candidates must have the functional capacity needed to perform university teaching staff duties.

c. 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.

d. 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.

## 2.2. Specific requirements:

a. To be in possession of a doctoral degree.

If the candidate's degree was not issued by a Spanish university and is not recognised in Spain, it must have been homologated to an official Spanish degree before the signing of the contract.

b. To be in possession of a favourable report issued by the Catalan University Quality Assurance Agency or the National Agency for Quality Assessment and Accreditation.

2.3. Candidates must have a level of Catalan language proficiency that allows them to participate appropriately and correctly in the communication situations related to the performance of academic tasks, in such a way that the language rights of students are fully respected, as foreseen in Decree 128/2010, of 14 September, on the accreditation of language proficiency for teaching staff at universities in the Catalan university system. When candidates sign the contract, they may choose to provide proof of this proficiency or pledge to submit it within two years.

## 3. Applications

3.1 Candidates wishing to participate in the competition must submit their [application](#) to the rector of the Universitat Politècnica de Catalunya using the application form that is available on the web page on teaching and research staff competitions of the Professional Development Service ([www.upc.edu/sdp](http://www.upc.edu/sdp), concursos PDI > convocatòria concursos > concursos PDI Serra Húnter > Resolució 916/2018).

The application can be submitted to the General Registry of the University, Vèrtex building, plaça Eusebi Güell, 6, 08034 Barcelona, the public registries of the UPC, which can be consulted in the website <https://www.upc.edu/patrimoni/ca/registres-publics>, or the UPC's Electronic Headquarters at <https://seuelectronica.upc.edu/ca/tramits/serra-hunter>, or by any of the means established in Article 16.4 of Law 39/2015, of 1 October, on the common administrative procedures of public administrations, within 20 calendar days from the day after the publication of this call in the Official Gazette of the Catalan Government.



### 3.2 The competition application form must be accompanied by the following documents:

- a. A photocopy of the candidate's Spanish national identity document, passport or ID card.
- b. Doctoral degree certificate or provisional doctoral degree certificate.
- c. A favourable report by the Catalan University Quality Assurance Agency (AQU Catalunya), in accordance with Article 49 of Law 1/2003, of 19 February, on Universities in Catalonia (LUC) or equivalent.
- d. A full curriculum vitae, preferably following the standard format of AQU Catalunya or an equivalent template.
- e. [A document specifying the applicant's five most valuable academic contributions \(articles, books, patents, etc.\)](#)
- f. [A brief description of the applicant's teaching career \(maximum 1 page\).](#)
- g. [A concise statement of the candidate's teaching and research interests, in line with the scope of the contract offered for the next five years. The document must be no longer than six pages.](#)
- h. If applicable, proof of international postdoctoral experience or stays at prestigious universities or research centres in Spain or abroad other than the hiring university.

The forms can be found in sections e), f) and g) of the web page for the call: <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Húnter > Resolució 916/2018"

Given the composition of the selection committee, the documents should at least be in English.

If the application and supporting documents are submitted in person at the General Registry or the public registries of the UPC, the documents must also be sent by e-mail to [sdp.concursos@upc.edu](mailto:sdp.concursos@upc.edu), with the subject line: "documentation and indicate the code of the competition UPC-LE—".

Those persons who applied and submitted the documents to the Serra Húnter Programme's directors during the first stage of the process of recruiting teaching and research staff within the Serra Húnter Programme (Serra Húnter Programme – second call 2017) must state in the application whether they consider that the documents to be submitted by e-mail are those that they previously submitted to the Serra Húnter Programme's directors or whether they wish to update all or some of these documents following the procedure outlined in these conditions.

In these cases, applicants authorise the University to access the documents submitted to the Serra Húnter Programme's directors.

## 4. Admission of candidates

4.1. On the **tenth working day** after the application deadline the provisional list of admitted and excluded candidates, which will include reasons for the exclusions, will be published on the UPC website, in accordance with Section 1.6.



4.2. Interested parties may file an appeal against the resolution with the rector **within 10 working days**, calculated from the day following the date of the publication of the provisional lists of admitted and excluded candidates. This appeal must be submitted in one of the ways stated in Section 3.1.

Provisionally excluded candidates who do not amend their application in the manner suggested will be considered to have withdrawn from the selection process and will be definitively excluded from it.

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

4.4. 4.4 When the time limit for submitting complaints and the period for deciding them, if applicable, have elapsed, the Rector will issue and publish a decision approving the final list of admitted and excluded candidates. The list will be published on the UPC website, in accordance with Section 1.6.

4.5. Appeals against the resolution of the definitive list of admitted and excluded candidates, which exhausts the right of appeal through administrative channels, may be filed with the ordinary courts of Barcelona within two months from the day after the notification of this resolution, in accordance with the provisions of Article 8 of Law 29/1998, of 13 July, which regulates the ordinary courts, without prejudice to the right to optionally file a appeal for reversal before appealing to the ordinary courts with the rector of the UPC, within one month from the day after this notification is received or, if appropriate, from the day after its publication, in accordance with articles 123 and 124 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations.

## 5. Selection committee

5.1 The selection committee for each post is indicated in the appendix to Resolution 916/2018.

5.2. The rules of procedure for selection committees shall 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. Committee members are subject to the rules governing abstention and disqualification set out in articles 23 and 24 of Law 40/2015, of 26 November, on the legal system governing the public sector. If any of the grounds for abstention apply, the party concerned shall abstain from acting on the committee and indicate the reason for abstaining.

5.4. The members of the selection committee 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. The selection committee will publish its communications on the noticeboard on the UPC web page <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Húnter > Resolució 916/2018, in accordance with Section 1.6.

5.6. For the purposes of notifications and other business, the selection committee is based at the Professional Development Service, which is located on floor 3 of the Vèrtex Building, Plaça Eusebi Güell, 6, 08034 Barcelona. Its email address is [sdp.concursos@upc.edu](mailto:sdp.concursos@upc.edu).



## 6. Selection process

In accordance with Article 205.1 of the Statutes of the Universitat Politècnica de Catalunya, the appraisal of the selection committee 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.

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 must belong to a category that is equal, equivalent, or higher in rank than the post offered in the competition, and he or she shall participate in the process in an advisory, non-voting capacity.

### 6.1. Constitution of the selection committee

6.1.1 The selection committee will be constituted within **a maximum period of three months** from the date of publication of the call. 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** with all members or the corresponding substitutes.

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.

### 6.1.2 Specific assessment criteria

The assessment of candidates will rest on international criteria for assessing high-level academic activity and will consider candidates' career, particularly the importance and impact of 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.

The selection committee will select the specific assessment criteria and their weighting when it is constituted, and will make these criteria public in accordance with Section 1.6.

Particular value will be given to proof of international postdoctoral experience or stays at prestigious universities or research centres in Spain or abroad other than the hiring university.

## 6.2 Stages in the competition

First (disqualifying) stage:

6.2.1. 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.



6.2.2. Within **a maximum of 20 working days from the date on which the selection committee is constituted**, each member of the committee will send the secretary an appraisal of the merits of each candidate, in view of the agreed criteria.

6.2.3 In view of the members' proposals, the committee will, within **a maximum of 10 working days** from the end of the period for submitting the individual reports, agree on the report for each of the candidates and establish the number of candidates who have passed the stage. If the committee decides that none of the candidates have the appropriate merits, a proposal will be made to the rector that the competition be rendered void and the post remain unfilled.

6.2.4 Within **a maximum of 10 working days from the date of publication of the results of the first stage**, the selection committee will publish, in accordance with Section 1.6, the schedule for the second stage on the University's website **at least three weeks before it begins**. This recruitment notice will specify the place, date and time of the selection test for the candidates selected. The publication of this schedule may occur at the same time as the publication of the results of the first stage.

6.2.5. The results of the first stage and the schedule for the on-site test will be published in accordance with Section 1.6.

Second (disqualifying) stage:

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

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

6.2.8 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.

6.2.9 The test begins with 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 curriculum vitae, the seminar given or any other aspect related to the contract offered and the activities that successful candidates will be expected to carry out. In view of the characteristics of the Serra Hunter Programme, the test may be conducted in English.

The committee will draw up the joint report on each of the candidates and agree on the candidates who have passed the selection test.

## 7. Proposed hiring priority

7.1. When the selection tests have been completed and the reports examined, the committee will draw up a prioritised list of candidates and propose that the highest-ranked candidate be hired.

This proposal will be published on the UPC website, in accordance with Section 1.6.

If the committee decides that none of the candidates have the appropriate merits, a proposal will be made to the rector that the competition be rendered void and the post remain unfilled.



7.2. Once the proposal has been published, candidates may request access to the report on the competition from the selection committee, as foreseen in Section 5.6.

7.3 Candidates may appeal against the selection committee's proposal **within 10 working days** from the proposal's date of publication. The Universitat Politècnica de Catalunya's Appeals Committee must issue a ruling on the matter before the contract can be awarded.

## 8. Award of contracts

The selection committee shall present the proposal mentioned in the previous section to the rector, who shall issue a resolution that the contract be awarded to the candidate in question, who must then formalise the contract in accordance with the provisions of Section 9.

Appeals against the resolution, which exhausts the right of appeal through administrative channels, may be filed with the ordinary courts of Barcelona within two months from the day after the notification of this resolution, in accordance with the provisions of Article 8 of Law 29/1998, of 13 July, which regulates the ordinary courts, without prejudice to the right to optionally file a appeal for reversal before appealing to the ordinary courts with the rector of the UPC, within one month from the day after this notification is received or, if appropriate, from the day after its publication, in accordance with articles 123 and 124 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations.

## 9. Formalisation of the contract

9.1 In order for the contract to be formalised within **a maximum of six months** from the date of publication of the resolution on the award of the contracts, successful candidates must submit the documents required by the University's Personnel Service.

9.2 The means for certifying Catalan language proficiency corresponding to Section 2.3 and foreseen in Article 5 Decree 128/2010 of 14 September are as follows:

- A Catalan sufficiency ('Level C') certificate issued by the Government of Catalonia, which is the body responsible for legislating on the assessment and certification of Catalan language skills.
- Any of the qualifications, diplomas and certificates that are deemed to be equivalent to the Catalan sufficiency certificate issued by the Government of Catalonia, in accordance with prevailing legislation.
- The Catalan sufficiency certificates issued by Pompeu Fabra University that are deemed equivalent to or of a higher level than the Catalan sufficiency certificate issued by the Government of Catalonia.
- A certificate of a sufficient language level to teach issued by the University. This certificate can be obtained by:
  - Taking and passing a specific language course or courses organised by the University, or
  - Passing an assessment carried out by the University.
- Candidates who obtained the language certificate in compulsory secondary education must submit a non-university formal educational qualification that is deemed to be equivalent to the Catalan sufficiency level, in accordance with prevailing legislation.



- Candidates who have participated in and obtained a place in previous university teaching staff recruitment processes in which a Catalan test of an equivalent or higher level was required, by submitting the certificate that proves this fact.
- If the candidate does not meet any of the aforementioned conditions, he or she must commit to meeting the Catalan language requirement set out in Section 2.3 within two years from signing the contract by providing any of the certificates outlined in the first paragraph of Section 9.2.

9.3 If candidates do not submit the necessary documents within the period established in Section 9.1 (except in cases of force majeure, which will be confirmed by the organising body) or they do not meet one of the conditions for the award of the contract, the award shall 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.

9.4 The terms and conditions of employment shall be set out in the contracts in accordance with the terms established for this competition and the provisions of relevant legislation, and shall include the following additional clauses, which apply to teaching staff hired under the Serra Húnter Programme:

- Teaching staff shall be assessed specifically on their academic merits, as foreseen in the Jaume Serra Húnter Programme.
- Teaching staff shall maintain an annually updated summary of the most relevant aspects of their curriculum vitae (maximum two pages) and authorise its publication on the website of the Serra Húnter Programme.
- Teaching staff shall indicate their status as a 'Serra Húnter Fellow', 'Serra Húnter Professor' or 'Serra Húnter Lecturer', as appropriate, on all their academic and scientific output.

If the contracted person loses, for whatever reason, their affiliation to the Programme, these clauses will not apply.

## **10. Right of access to documents**

The documents provided by the participants in the competition is 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 information will only be granted if it does not conflict with the fundamental right to the protection of personal data.