

CONDITIONS OF RESOLUTION 103_SAIP_PDI-2024-459/19

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

1 General regulations

1.1 These competitions are the second part of the process of recruiting teaching and research staff in the Serra Húnter Programme, in accordance with Law 1/2003, of 19 February, on Universities in Catalonia (LUC); the seventeenth additional provision of Law 5/2012, of 20 March, on fiscal, financial and administrative measures and the establishment of a tax on stays in tourist establishments; Law 3/2016, of 15 December, which extended the Serra Húnter Programme with effect from 1 January 2016 and was amended by Article 233 of Law 5/2017, of 28 March, and Article 95 of Law 2/2021, of 29 December, on fiscal, financial, administrative and public sector measures, which extends the Programme until 31 December 2023; Organic Law 2/2023, of 22 March, on the University System (LOSU); the Government of Catalonia's Decision of 16 May 2017, which approves the Serra Húnter Programme for the period 2016–2020 and its characteristics, which were extended; the agreement between the administration of the Government of Catalonia, through the Ministry of Research and Universities, and Catalan public universities on the development of the Serra Húnter Programme for the recruitment of teaching staff in 2022–2023; the Decision of the Board of the Interuniversity Council of Catalonia (CIC) of 5 October 2023, on the recruitment of teaching and research staff at Catalan public universities in 2023, which amends the Decision of the Board of the CIC of 16 December 2022.

1.2 These competitions are governed by the provisions of the 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; and the Statutes of the Universitat Politècnica de Catalunya, Governing Council Decision CG/2019/07/41, of 11 December 2019, on accreditation of academic disaffiliation from the UPC and Governing Council Decision CG/2023/03/09, of 13 April 2023, to approve the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language.

1.3 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.

When the person under contract has a disability, the maximum term of the contract may be eight years, although the purpose of the contract and the effect of the disability on the activity must be considered.

In addition, when these situations lead to reduced working hours, the contract will be extended in proportion to the reduction in working hours.

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 <https://seuelectronica.upc.edu>.

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 Húnter > PSH 2023-1. 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

2.1 Persons who are interested in participating in the call must meet the general and specific requirements when the period for submitting applications ends and must continue to meet them until the moment they sign the contract. Applicants must be able to prove that they meet the requirements at any stage in the selection process.

2.2 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 or disqualified. 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.

2.3 Specific requirements:

- a) Candidates must be in possession of a doctoral degree.
- b) Candidates must be able to certify their Catalan language proficiency as described in Governing Council Decision CG/2023/03/09, of 13 April 2023, to approve the regulations on UPC teaching and research staff accrediting knowledge of the Catalan language.

3 Applications

3.1 Applications to participate in the call must be addressed to the rector of the Universitat Politècnica de Catalunya.

The period for submitting applications begins the day after the publication of the resolution in the *Official Gazette of the Catalan Government* and **ends on 14 March 2024**.

In accordance with the provisions of Article 14.3 of Law 39/2015, of 1 October, on the common administrative procedures of the 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 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.

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 signing of the contract.

c) Full curriculum vitae, in any format.

d) A document specifying the candidate's 5 most valuable academic contributions (articles, books, patents, etc.).

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

f) A concise statement of the candidate's teaching and research interests, in line with the scope of the contract offered for the next 5 years. The document must be no longer than 6 pages.

g) Candidates must state in their application whether they are opting for the preferential academic disaffiliation merit and attach the corresponding appendix of these conditions.

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.

Standard forms for points d), e) and f), as well as Appendix I, mentioned in point g), are available on the web page for the call.

(Given the composition of the committees, the documents mentioned in points c), d), e), f) and g) should at least 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 form in accordance with the procedure established on the call's web page.

3.4 Failure to submit the documents mentioned before the application deadline leads to the candidate's exclusion from the competition, except in the case of the document mentioned in point g), which is only required of candidates who opted for the preferential merit in their applications. In this case, failure to submit the document implies withdrawal from the preferential merit.

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, is published, as well as the shortlist of candidates opting for the preferential merits in points g) and h) in Section 3.2, including reasons for the non-accreditation, if necessary.

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 resolutions. This statement must be submitted electronically using the standard form that is available in the e-services portal and the call's web page.

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.

Candidates who do not provisionally accredit the preferential merit or merits and do not request the necessary corrections before the deadline definitively withdraw from the preferential merit that has not been accredited.

4.3 Once the deadline for submitting such requests has passed, the definitive list of admitted and excluded candidates and the definitive list of candidates who have accredited or not accredited the preferential merits are published.

4.4 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.

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

5.3 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.

5.4 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. If any of the grounds for abstention apply, the party concerned must abstain from acting on the committee and indicate the reason for abstaining.

5.5 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.

5.6 The selection committee will publish its communications on the teaching and research staff competitions noticeboard on the UPC web page <https://treballa.upc.edu/ca>, in the section Convocatòria de concursos > Concursos Serra Hünter > the resolution corresponding to the process, in accordance with Section 1.7.

5.7 For the purposes of notifications and other business, the selection committee is based at the Access and Provision Service (SAiP) – Teaching and Research Staff Competitions, which is located on floor 3 of the Vèrtex Building, Plaça Eusebi Güell, 6, 08034 Barcelona. Its e-mail address is



concursospdi.saip@upc.edu.

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 *Official Gazette of the Catalan Government*.

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 1.7.

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.

Committee members who participate remotely may each sign a copy of the documents that must be signed by all committee members, and these documents will be as valid as if they had been signed in a single copy. If they have an electronic signature there will be no need to send a copy of the documents signed by hand.

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.

The criteria that will be assessed in the first stage and second stage must be stated, as well as the

breakdown of the scores for each of the criteria. These criteria must include the number of candidates who will access the second stage (shortlist), in accordance with the score obtained and the minimum score to pass the second stage.

The shortlist is only used when there are more than 4 candidates, and there must never be fewer than 4 if a contract is being offered, nor fewer than 2 for each contract offered. This limit is always applicable, unless the committee justifies unanimously and in a fully reasoned manner that the number of candidates who fit the post's profile is fewer. Reasons for the exclusion must be given for each candidate.

Candidates included in the shortlist are deemed suitable.

If 4 or fewer candidates are admitted to the competition, the first test will be held and they will all go on to the second stage. The committee may agree that a candidate should not go on to the second stage if they do not fit the profile in the slightest.

Exceptionally, a single candidate may access the second test when the committee justifies unanimously, in a fully reasoned manner and with detailed arguments, that the other candidates do not fit the post's profile, giving reasons for the exclusion in all cases.

The preferential merits considered in the first stage are the favourable reports issued 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 accreditation of academic disaffiliation from the UPC in the manner outlined in Governing Council Decision CG/2019/07/41, of 11 December 2019.

These merits must be binary; they cannot be assessed in part and their weight must be equal to or greater than any of the other specific assessment criteria agreed 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 assessment criteria are published as outlined in Section 1.7.

6.5 Stages in the competition

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 1.7.

6.6 Second (disqualifying) stage:

The second stage will consist of an on-site, disqualifying and public test in which the suitability of the candidates 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 1.7.

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 Húnter Programme, the test may 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 as stated in the assessment criteria pass the second stage.

7 Hiring proposal

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 1.7, 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 will issue 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 *Official Gazette of the Catalan Government*. 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 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 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.

9.3 The fulfilment of the Catalan language requirement set out in Section 2.3 must be demonstrated in accordance with Governing Council Decision CG/2023/03/09, of 13 April 2023, to approve 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.

9.4 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 under contract has accredited the preferential merit of a favourable report by the Catalan University Quality Assurance Agency for accessing the category of assistant professor they will be registered in the Serra Húnter Programme and their contract will include the following additional clauses, which apply to teaching staff hired under the Serra Húnter Programme:

- The contracted person must be assessed specifically on their academic merits, under the terms established by the Serra Húnter Programme for assistant professors.
- Teaching staff must 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.
- The contracted person must indicate their status as a "Serra Húnter Fellow", "Professor Serra Húnter" or "Profesor Serra Húnter", as appropriate, on all their academic and scientific output.



- If the contracted person loses, for whatever reason, their affiliation to the Programme, they must cease to refer to themselves as "Serra Hünter Fellow", "Professor Serra Hünter" or "Profesor Serra Hünter", and the terms above will not apply.
- Contracted persons authorise the University to transfer their personal data to the Serra Hünter Programme, in accordance with the prevailing regulations on personal data processing and protection.

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 information will only be granted if it does not conflict with the fundamental right to the protection of personal data.

11. Right of access to and processing of personal data

- 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.
- 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.
- 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.
- 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.
- 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 C/ 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 to 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.
- 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.
- 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.



**APPENDIX I - FORM FOR OPTING FOR THE PREFERENTIAL DISAFFILIATION
MERIT**

FULL NAME:

DNI / NIE:

Having submitted an application for a Serra Húnter post (code of the post in the competition)
Published in Resolution _____ and in fulfilment of the
conditions of the aforementioned call

I HEREBY STATE that the means for my disaffiliation from the convening university is the following:
(Fill in one of the options for certifying the disaffiliation.)

Option A

I carried out the entirety of my doctoral studies at another university, which awarded the doctoral degree.

Name of the university	Date of award

Option B

I was awarded a permanent or assistant professor contract at the UPC before 31 December 2014.
Yes No

Option C

I carried out activities after my initial training (bachelor's or master's degree or equivalent) at a body external to the UPC.

Date of award (bachelor's or master's degree or equivalent)

Name of the external body	Nature of the activity(*)	Start	End	I attach the supporting document

(*) State one of the following in the column on the nature of the activity:

- University teaching
- Research, development and innovation
- Technology and knowledge transfer
- Professional activities that are relevant to the post

Option D

I have academic disaffiliation in accordance with the resolution issued by the Universitat Politècnica de Catalunya.

State the number of the resolution.

I HEREBY DECLARE that the details I have provided are true.



Name and surname (signature and date)