



## SPECIFIC CONDITIONS OF RESOLUTION

1342/2017, of 23 June

### COMPETITION FOR THE HIRING OF ASSISTANT PROFESSORS IN THE SERRA HÚNTER PROGRAMME

#### 1. General regulations

1.1. This competition is the second stage of the process of recruiting contracted teaching and research staff within the Serra Húnter Programme, in accordance with the Agreement of the Government of Catalonia, of 16 May 2017, which approves the Serra Húnter Programme for the period 2016-2020 and establishes its characteristics, and the forthcoming framework agreement between the Ministry of Business and Knowledge and Catalan public universities for the development of the Serra Húnter Programme.

1.2. The competition is governed by Organic Law 6/2001, of 21 December; Organic Law 4/2007, of 12 April, on Universities, amending Organic Law 6/2001 on Universities; Law 1/2003, of 19 February, on Universities in Catalonia; the Statutes of the Universitat Politècnica de Catalunya; any other applicable laws; and the collaboration agreement of 14 December 2012 between the Secretariat for Universities and Research of the Ministry of Economy and Knowledge and Catalan public universities, concerning the coordination of advertising and selection for recruiting teaching staff under the Serra Húnter Programme.

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. In accordance with the provisions of Governing Council Agreement 149/2016, of 4 November, the UPC is closed for holidays in August (from 1 to 31 August, inclusive), at Christmas and at Easter. The dates are published on the website <http://www.upc.edu/sdp>, in the section "Concursos PDI".

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 and the periods for claims and appeals to have begun when the resolutions and communications concerning the competition are published on the UPC web page <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Húnter > Resolució 1342/2017".

#### 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 contract is signed.

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 of teaching and research staff competitions of the Professional Development Service ([www.upc.edu/sdp](http://www.upc.edu/sdp), section Concursos PDI > convocatòria concursos > concursos PDI Serra Húnter > Resolució 1342/2017). The application can be submitted to the General Registry of the University, Vèrtex building, plaça Eusebi Güell, 6, 08034 Barcelona; to the public registries of the UPC, which can be consulted on the website <http://www.upc.edu/registrespublics>; to the UPC's online registry, which is located at <https://seuelectronica.upc.edu/ca/tramits-i-serveis/registre/AccesLOPD>; 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 Registration fee – Candidates must pay the Universitat Politècnica de Catalunya a **registration fee of €66.55 euros per competition**, in accordance with the provisions of the Governing Council Agreement of 15 December 2016, which approves the UPC budget for 2017. This fee will be subject to the reductions and/or exemptions established by law



(Order GRI/99/2015 of 15 April). Candidates must pay or transfer the fee to the CaixaBank bank account IBAN ES96 2100 3648 9925 0000 1536 (SWIFT code: CAIXESBB), giving their full name, ID number and the code of the competition they are applying for.

If the fee is not paid before the deadline for submitting applications, no action may be taken to rectify this situation and the candidate will be excluded from the competition. Under no circumstances will the payment be taken as a substitute for submitting the application before the deadline and in the manner established.

**3.3 The competition application form must be accompanied by the following documents:**

- a. A photocopy of the candidate's Spanish national identity document (DNI), passport or ID card.
- b. The 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. Proof of payment of the registration fee.

If the application is not submitted or the fee is not paid before the deadline, no action may be taken to rectify this situation and the candidate will be excluded from the competition.

**3.4 In the same period of 20 calendar days from the day after the publication of this call in the Official Gazette of the Catalan Government**, the candidate must submit, using the form for [attaching documents](#) that can be found on the UPC web page <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Húnter > Resolució 1342/2017", the following PDF documents:

- a. A full curriculum vitae.
- b. [A document specifying the applicant's five most valuable academic contributions](#) (articles, books, patents, etc.).
- c. [A brief description of the candidate's teaching career](#) (maximum 1 page).
- d. [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.
- e. 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 b), c) and d) of the web page for the call: <https://www.upc.edu/sdp>, in the section "Concursos PDI > Convocatòria de concursos > Concursos Serra Húnter > Resolució 1342/2017".

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

Documents submitted after the deadline will not be accepted, even if the application has been submitted correctly and the person has been admitted to the competition.



Those persons who applied and submitted the documents to the Serra Húnter Programme's directors during the international call must state whether they consider that they have already submitted the documents to be submitted to the Serra Húnter Programme's directors using the form for attaching documents or whether they wish to update all or some of these documents following the procedure outlined in this section.

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 with the rector **within 10 working days** 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. When the deadline for filing appeals and the period for ruling on them, if applicable, have elapsed, the rector will issue and publish a resolution 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 an 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.

4.6. Candidates excluded from the selection process may request a refund of the registration fee paid, provided that the reason for exclusion is not attributable to the candidate.

#### 5. Selection committee

5.1 The selection committee for each post is indicated in the appendix of Resolution 1342/2017.

5.2. The rules of procedure for selection committees will 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 1 October, on the legal system governing the public sector. If any of the grounds for abstention apply, the party concerned will 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 of the UPC web page <https://www.upc.edu/sdp>, in the section “Concursos PDI > Convocatòria de concursos > Concursos Serra Hünter > Resolució 1342/2017”, 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 access needs, in accordance with applicable legislation.

The committee chair must summon a member of the UPC's teaching and research staff appointed by the University's union-representing body to all of the committee's meetings. This member must belong to a professional category that is equal, equivalent or superior to that of the post and has the right to speak but not to vote throughout the process.

### 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** and all members must be present. Members who are not present will be dismissed and replaced by the corresponding substitute members.

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.

Once the selection committee has been constituted, its members will be given access to the documents needed to begin the selection 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 significant academic and professional achievements.

The selection committee will select the specific assessment criteria 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 **20 calendar 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 calendar days**, draw up a report on each of the candidates and establish which candidates 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 **10 calendar 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.

6.2.7 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.



6.2.98 The test begins with a brief personal presentation lasting **an hour and a half at most**, followed by a seminar on a topic of the candidate's choosing. The committee will then ask any questions that it deems appropriate on the merits presented in the CV, 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 Hünter Programme, the test may be conducted in English.

The committee will draw up a 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 who have passed the selection process 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 none of the candidates are chosen, the competition is declared void.

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. Resolution on the competition

The selection committee will 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 an 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 outlined in Section 2.3, in accordance with Article 5 of 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 must submit 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 contracts will set the terms and conditions of employment in accordance with the terms established for this competition and the provisions of relevant legislation, and will 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. Return of documents

Within **three months** from the award of the contract, candidates may recover any **original** documents that they have submitted. Once this period has elapsed, it will be understood that the interested party has waived the right to recover the documents.