



## CONDITIONS OF THE CALL FOR APPLICATIONS TO THE SELECTION PROCEDURE FOR POSTDOCTORAL RESEARCH STAFF CONTRACTED USING EXTERNAL FUNDING FOR SPECIFIC PURPOSES OR UNIVERSITY OF BARCELONA POLICY FUNDING (SIMPLIFIED PROCEDURE)

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### **I. Subject**

These terms and conditions determine the recruitment of postdoctoral research staff using external funding for specific purposes or University of Barcelona policy funding.

In addition, the purpose of this call for applications is to regulate the procedure for selecting these research staff.

The notice published on the Euraxess portal describes the general data, the specific candidate requirements and details of the selection procedure in this call.

### **II. Candidate requirements**

Candidates must meet the following requirements:

- Submit a CV indicating research experience in the relevant field.
- Submit a motivation letter.
- Hold a doctoral degree certificate when the contract is formalized. Candidates whose qualification was issued outside Spain must ensure that the doctoral degree has been officially recognized (homologado) as equivalent to the Spanish qualification or provide certification of equivalence issued by the Doctoral School of the University of Barcelona.
- Candidates from non-EU countries and all those who do not fall within the scope of international treaties signed by the European Union and ratified by the Government of Spain must have valid work and residence permits before the contract can be signed.
- Complete the other requirements described in the appendix of the call.

### **III. Submission of applications: submission period and required documentation**

The documentation required to participate in the call for applications must be formalized through the channels and within the periods indicated in the notice published on the Euraxess portal.



Candidates must submit at least the following documentation:

- CV indicating research experience in the relevant field.
- Motivation letter.
- Other documentation specified in the announcement of the call for applications.

#### **IV. General aspects of the selection procedure**

1. Notice of the selection of postdoctoral research staff is posted on the Euraxess portal and, if necessary, in other channels.
2. The terms and conditions of the call for applications are formalized and approved by the head/director of the department/research institute to which the researcher responsible for the project, grant or agreement is attached or associated. Once approved by the director/head, the vice-rector for research authorizes the terms and conditions and their characteristics.
3. The reference unit is the General Affairs Office (OAG) of the contracting department/institute or the International Research Projects Office (OPIR) in the case of selection processes in which the funds are managed by this office.

#### **V. Admission to selection process**

1. All candidates are accepted in the selection process if they submit all the requested documentation and meet the minimum requirements indicated in the notice published on the Euraxess portal. Only the veracity of the successful candidate's documentation is checked before the contract is signed.
2. Candidates are responsible for the veracity, accuracy and suitability of the information submitted in the application and in the curriculum. Only one application per candidate will be accepted. If more than one application is received from the same candidate, only the last documentation received is considered valid.

#### **VI. Selection Committee: evaluation and selection**

1. The selection committee assesses the submitted applications and awards the postdoctoral contract.
2. The selection committee is formed as follows:
  - A research appointed by the head of department or research institute director, who acts as chair.



- The PI of the project or research grant used to fund the contract, who acts as secretary.
  - A second researcher assigned to the research project or research grant used to fund the contract or, where this is not possible, with experience in the relevant research area.
3. Wherever possible, the composition of the Selection Committee must guarantee gender diversity and the gender perspective must be considered in applying the assessment criteria. The composition of the committee is public information and must be configured in accordance with the nature of each position offered. The Committee must ensure proper assessment of all candidates' academic, research and professional qualifications, and international and professional mobility. The assessment criteria must be public information and consistent with the requirements of the job that is offered.
  4. The head/director of the department or institute is responsible for appointing all members of the Selection Committee.
  5. The corresponding Selection Committee considers each application in accordance with the general criteria stated in the notice published on the Euraxess portal.

#### **VII. Notification of resolution**

1. Once the Selection Committee has completed a general assessment of each application, it proposes a successful candidate and the corresponding ranked candidate shortlist. The successful candidate must be informed of the contract award proposal within two months from the date of publication of the notice on the Euraxess portal.
2. The Selection Committee, with the administrative support of the reference unit, is responsible for all communications with the candidates through electronic means, and keeps a record of these communications.
3. The deadline established to accept or reject the offer is indicated in the notice published on the Euraxess portal. This period must not exceed ten working days may be reduced to five working days in exceptional circumstances. If the selected candidate rejects the job offer, the order in the ranked candidate shortlist is followed and the contracting body publishes a resolution with the name of the next candidate.

#### **VIII. Processing of the documentation to sign the contracts**

The reference unit sends copies of the contract and the rest of the documentation, in accordance with teaching and research staff hiring instructions, together with all the documentation processed by the specific committee, to the UB Academic Staff unit to manage the salary and social security registration.



## **IX. Formalization of postdoctoral contract**

1. Once the winning candidate has accepted the offer, they have up to three months from the date on which the contract award proposal is published to submit the supporting documentation, sign the contract and take up the position.
2. If the winning candidate does not sign the contract in the established period for reasons directly attributable to this person, the contracting body publishes a notice stating that the candidate has rejected the job offer. This person is notified and, in accordance with the procedure, the next candidate on the ranked shortlist is offered the job.
3. In defining the period for signing the contract, it must be considered that candidates from non-EU countries and all those who do not fall within the scope of international treaties signed by the European Union and ratified by the Government of Spain must have valid work and residence permits before the contract can be signed, and workers from the EU must have a NIE. As such, the contracting body may extend the period for signing the contract in these cases, as well as in any other duly substantiated circumstances. In all cases, the deadline for formalizing the contract and taking up the position in question is six months from the date of notification of the contract award proposal.
4. The contract must establish a start date. In no case can this be later than the dates and deadlines set out in the above paragraphs and specified in the terms and conditions of the call for applications, funding entity or funding agreement permitting.

## **X. Nature of contract and legal framework**

1. The successful candidate formalises a postdoctoral contract with the University of Barcelona, with the time commitment indicated in the notice published on the Euraxess portal, associated with specific projects or research grants.
2. The legal framework that is applicable to this type of work contract is that established in the law on science and its implementing regulations. In the absence of these regulations, the consolidated text of the Law on the basic statute of public sector employees and its implementing regulations are applied.

## **XI. Duration and extensions**

1. The maximum length of the contract is determined by the length of the projects or research grants with which it is associated and the existence of allocated funding. It cannot exceed four years.



2. The contract can be extended by the period indicated in the notice on the Euraxess portal, as long as this extension is in accordance with the limits associated with the type of contract that needs to be used. Extensions may not be made for periods of less than three months and may not exceed a total of four years.

## **XII. Suspension of contract**

1. Situations of temporary incapacity, risk during pregnancy, maternity, adoption or fostering, risk during breastfeeding and paternity or any other situation that applies according to the type of contract, are excluded from calculation of the contract duration.
2. The cost of any extension due to the situations described in this section are covered by the project that finances the contract.

## **XIII. Remuneration**

The full amount received by the contract holders annually is that specified in the notice published on the Euraxess portal. Payment is made directly to the beneficiary monthly and the corresponding tax withholdings are applied in accordance with current regulations.

## **XIV. Rights and obligations**

The rights and obligations of postdoctoral staff include, among others, participation in UB governing and representative bodies and other aspects of the content of the contract that are regulated by these terms and conditions, by the provisions in the Law of science and implementing regulations, by Organic law 6/2001 of 21 December on universities, and the rest of the applicable regulatory texts.

## **XV. Conflicts of interest**

The selection process and award of contract are subject to all applicable legislation on conflicts of interest.