

TERMS AND CONDITIONS OF THE CALL FOR APPLICATIONS FOR POSITIONS OF CONTRACTED TENURED LECTURER UNDER THE SERRA HÚNTER PROGRAMME

1. General regulations

1.1. This call for applications is the second stage in the process for attracting interest from and selecting teaching and research staff under the Serra Húnter Plan, as established by agreement of the executive arm of the Government of Catalonia on 3 July 2012 and in the collaboration agreement between the Catalan Ministry of Economy and Knowledge and the public universities of Catalonia signed on 5 October 2012.

1.2. This call for applications shall be governed in its entirety by the provisions made in Parliamentary Law 4/2007 of 12 April, on universities, which amends Parliamentary Law 6/2001 of 21 December; the Law 1/2003 of 19 February, on the universities of Catalonia; the Statutes of the University of Barcelona; any other applicable legislation, as well as the collaboration agreement of 14 December 2012 between the Secretariat of Universities and Research in the Catalan Ministry of Economy and Knowledge and the public universities of Catalonia to coordinate the publication and selection procedure for teaching and research positions under the Serra Húnter Plan.

1.3. The call for applications and the rules governing it may be contested by interested parties by filing an application for judicial review in the administrative courts of Barcelona within two months, counted from the day after their publication, without prejudice to any interested party's right to bring an administrative appeal for reconsideration, which may be lodged with the rector within one month of the publication date of the call for applications.

1.4. The contracts of employment formalized as a result of this call shall be for full-time positions.

1.5. August is considered a holiday period and is therefore not taken into account when calculating periods and deadlines.

1.6. In accordance with Article 59.6 of Law 30/1992 of 26 November, on the legal framework of public administration in Catalonia and common administrative procedure, the posting of the indicated resolutions on the University of Barcelona website will be considered satisfactory for the purposes of notifying applicants and it will mark the start of the stipulated periods for filing complaints or appeals. <http://www.ub.edu/comint/pdi/concursos/permanent.htm>

2. Admission requirements

In order to be admitted in this call, on the day the submission deadline for applications, applicants must meet the following requirements:

2.1. General requirements:

- a. Nationality. As provided for in article 45 of the LUC, citizens of any nationality may submit an application for this call. Non-EU citizens and foreigners who are not subject to any of the international treaties signed by the European Union and ratified by Spain must have obtained a work and residence permit before the corresponding employment contracts are signed.



- b. Applicants must have no illness nor be affected by any physical or mental impairment that is incompatible with the performance of teaching duties.
- c. Applicants must not be suspended as a result of disciplinary measures taken by any Public Administration, nor must they be disqualified from the performance of public duties by virtue of a final judgment beyond appeal.
- d. Applicants must not incur any conflict of influence as stipulated in Law 53/1984 of 26 December, on conflicts of influence corresponding to staff employed in the Public Administration.

2.2. Specific requirements:

- a. Applicants must hold a doctoral degree.
If an applicant's degree has not been issued by a Spanish university or a university professionally recognized in Spain at the time of signing the contract, it will be necessary to certify the degree in relation to officially recognized degrees in Spain.
- b. Applicants must have an accreditation in research issued by the Catalan University Quality Assurance Agency (AQU Catalunya) or by the National Agency for Quality Assessment and Accreditation of Spain (ANECA). This requirement will be met if the applicant has received the qualification or accreditation for the category of university full professor or tenured functionary lecturer.
- c. Applicants must submit evidence of stays at institutions other than the University of Barcelona with a total duration of at least two years. These stays must have been completed after the candidate's initial training (bachelor's degree and master's degree or equivalent) for the purpose of completing doctoral studies, academic tasks related to higher education, RDI and/or other professional activities related to the job profile of the positions to be filled under this call. For the purposes of meeting this requirement, only stays lasting at least three months will count.

This requirement will be deemed to have been met in the case of candidates who completed their doctoral studies entirely at another university, which is also the issuer of their doctoral degree.

The requirement to have spent time at institutions not linked to the university issuing the call for applications does not apply to candidates who at the time of the entry into force of the Spanish Organic Law on Universities (*Llei Orgànica d'Universitats*; LOU) had a contract as an assistant or as an adjunct lecturer; lecturers who belonged to any university teaching body at that time; researchers who acquired this status prior to the entry into force of the LOU; or candidates who secured a contract as an assistant lecturer, senior lecturer, contracted professor, collaborating lecturer, temporary senior lecturer, or university school senior lecturer before 31 December 2014.

2.3. In order to promote the internationalization of the public universities of Catalonia in accordance with the objectives of the Serra Húnter Plan, this call for applications exempts applicants from the accreditation of Catalan language skills stipulated in Decree 128/2010, on the accreditation of language skills of the teaching and research faculty of the public universities of Catalonia, and in the University of Barcelona's regulations on languages of instruction. Accreditation of the requisite language skills must be obtained within two years of the start date

stated on the contract of employment. In exceptional cases this period may be extended, subject to the rector's approval.

3. Applications

3.1. Applications must be submitted to the rector of the University of Barcelona, using the form available from the University of Barcelona website at www.ub.edu/comint/pdi/concursos/permanent.htm.

Applications must be submitted within thirty calendar days from the date immediately following the publication of this call for applications in the Official Bulletin of the Government of Catalonia, in the of the University of Barcelona's General Registry in the Pavelló Rosa (Travessera de les Corts, 131-159, 08028 Barcelona) and in the other offices listed at <http://www.ub.edu/registre/ca/horari.html>.

They may also be presented by any other means stipulated in Article 38.4 of Law 30/1992 of 26 November, on the legal framework of public administration in Catalonia and common administrative procedure, amended by Law 4/1999 of 13 January:

- The registries of any administrative body that belongs to the General Administration of the Spanish State or to any administrative body of the autonomous communities of Spain.
- Any office of the Spanish Postal Service, in the manner established by the regulations.

If the documentation is sent by certified post, the documentation must be presented at the corresponding office of the Spanish Postal Service in accordance with article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope so that the application, letter or communication addressed to the University of Barcelona can be dated and stamped before it is certified. If the application is not dated and stamped by the corresponding office of the Spanish Postal Service, the date on which the application arrives at the registry of the University of Barcelona will be regarded as the date on which it has been submitted.

- The diplomatic representations or the consular offices of the Spanish state abroad.

Within the same time period, applicants must send the following documents, in PDF format, by electronic mail to the address personal.academic.concursos@ub.edu:

- a. Copy of national identity document or passport.
- b. Doctoral degree certificate, or accreditation of successful completion of the doctorate.
- c. Accreditation of research issued by the Catalan University Quality Assurance Agency (AQU Catalunya) or the National Agency for Quality Assessment and Accreditation of Spain (ANECA), or external accreditation stipulated by law for the purposes of eligibility for the corresponding category.
- d. Full curriculum vitae, in electronic format.
- e. A document that specifies the applicant's five most valuable academic contributions (articles, books, patents, etc.), using the template available at: www.ub.edu/comint/pdi/concursos/permanent.htm.



- f. A brief description of the applicant's teaching experience (no more than one page), using the template provided at: www.ub.edu/comint/pdi/concursos/permanent.htm.
- g. A general description of the applicant's teaching and research interests, indicating their relevance to the area covered by the contract of employment for the next five years. This document should be no more than six pages in length and must be completed using the template provided at: www.ub.edu/comint/pdi/concursos/permanent.htm.

3.2. Applicants who have submitted an application for positions and documentation to the Department of Serra Húnter Programme during the first phase of the selection process must indicate on their application form whether they want previously submitted documents to be submitted to the Serra Húnter Programme or whether they are submitting updated versions of any of these documents, following the procedure in 3.1.

3.3. Applicants applying to more than one position must submit a separate application for each position, except in the case that the positions are included in the same category and knowledge area.

3.4. Applicants must pay the fee of €66.55 in accordance with the legislative decree 3/2008 of 25 June, approving the amended text on the law of public fees and prices of the Government of Catalonia. This rate is subject to rebates and exemptions from payment of fees prescribed in the Order GRI/99/2015.

Payment can be made at any branch of Catalunya Caixa or Banco Santander, using the standard application form or pay electronically by credit card. All information for the application form and to access this electronic payment is available from the University of Barcelona website at www.ub.edu/comint/pdi/concursos/permanent.htm.

Applicants who have not paid the corresponding fee will be excluded from the selection process.

4. Admission to the selection process

4.1. On the tenth working day after the submission deadline for applications, a provisional list of successful and unsuccessful applicants will be published. The list, which will include any reasons for which applicants have been unsuccessful, will be posted on the University of Barcelona website at <http://www.ub.edu/comint/pdi/concursos/permanent.htm>.

4.2. Applicants will have a period of ten working days, starting from the day following the posting of the provisional list of successful and unsuccessful applicants, to file any complaints, correct deficiencies in their application or submit requisite documents to the offices indicated in 3.1.

If unsuccessful applicants fail to correct the identified deficiencies within the allotted time period, their application will be considered withdrawn and they will be definitively removed from the selection process.

4.3. Appeals will be resolved within twenty days once the appeals period has closed. After this appeal period, the rector shall issue a resolution approving the definitive list of candidates who have been accepted and rejected. The list will be posted on the University of Barcelona website at <http://www.ub.edu/comint/pdi/concursos/permanent.htm>.

4.4. Resolutions approving the rector and make public the definitive lists of successful and unsuccessful applicants shall be considered to exhaust all administrative proceedings. These resolutions can be contested by interested parties by filing an administrative appeal to the competent courts of Barcelona within a period of two months, starting from the day following the publication of decisions, without prejudice to the filing of any optional appeals for reversal, which can be filed within a period of one month from the date of the publication of the resolution, before the Governing Council in first instance and the rector in second instance.

4.5. At any time, the University of Barcelona can, of its own accord or at the request of an interested party, correct any material errors of fact or numerical errors that occur during the procedure.

5. Selection committee

5.1. Committees will be formed in accordance with the eighth provision of the collaboration agreement of 14 December 2012 between the Catalan Ministry of Economy and Knowledge and the public universities of Catalonia.

5.2. The composition of committee for each position is indicated in the resolution call for applications.

5.3. The internal rules and regulations governing the actions of committees are subject to the provisions of Law 26/2010 of 3 August on the legal framework of public administration in Catalonia and common administrative procedure.

5.4. Following the publication of the definitive list of accepted and rejected applicants, the members of the Selection Committee shall receive all of the documents provided by the applicants who have been accepted.

5.5. The Selection Committee will be formed within three months of publication of the call for applications. If this period elapses and the Selection Committee has not been formed, an extension of one month may be requested to the rector, subject to the provision of reasons for the extension.

The date of formation of the Selection Committee will be posted on the University of Barcelona website.

Once formed, the committee can take valid action with at least three members, one of which will act as chair and another as secretary.

5.6. For the purposes of communication and other events, the Committee is based at the Unit Academic Staff of the University of Barcelona, Pavelló Rosa (recinte de la Maternitat), Travessera de les Corts, 131-159, 08028 Barcelona

6. Selection process

6.1. The selection process comprises two phases.

6.2. The first phase will comprise the analysis and evaluation of specific merits, as accredited in the documentation submitted together with the application. This phase, which will not require the presence of the applicants, will be an elimination phase. The Selection Committee is not required to meet face-to-face. Meetings will be conducted by telematic means, and resolutions will be adopted in such meetings.

Given the specific characteristics of the knowledge area and the objectives of the Serra Húnter Plan, the secretary of the Committee can request applicants to provide the documents submitted for admission to the selection process in an English translation or, in academic areas linked to other foreign languages, a translation into another specific language.

Within a maximum of twenty days from the date of its formation, the members of the Selection Committee will send the secretary a prioritized list candidates proposed apt to overcome the first test in order of merit along with an individual evaluation of the merits of each applicant in accordance with the following criteria:

- Assessment of high-level, international academic activity.
- Professional experience, considering especially the importance and impact of any scientific and technical publications.
- Competitive research projects awarded.
- The quality and the recognition of the teaching experience.
- Knowledge transfer activities, intellectual property rights and registered patents.
- Leadership capacity.
- International mobility and other academic and professional milestones.

In accordance with the provisions of Article 153 of the Statutes of the University of Barcelona, the evaluation carried out by the Selection Committee must take into account competence in the specific knowledge area and the teaching and research capability of each applicant, as well as his or her suitability to the teaching and research priorities of the University of Barcelona. For positions linked to health care institutions, the selection committee must also take into account the health care competence and qualifications of applicants.

The rector can authorize an extension of the period of 20 days subject to the provision of the rationale for the decision.

Based on the proposals of its members, the Committee will agree on the number of individuals who pass the first phase, bearing in mind the total number of applicants and their academic merits.

If no applicant is considered to have the necessary merits, the Committee will propose to the rector that the call be suspended and that the position remain unfilled.

Once the first phase has been completed, the results will be posted on the University of Barcelona website (www.ub.edu/comint/pdi/concursos/permanent.htm).

6.3. The second phase consists of a selection test to be taken by shortlisted applicants.

Within a period of ten days from the posting of the results of the first phase, the Committee will publish the timetable governing the convening of the second test, allowing at least three weeks' notice. The location, date and time of the selection text will be set and the order in which the applicants are scheduled to take the test will be determined by lottery.

Before commencement of the selection test, the Committee may require applicants to submit additional documentation that certifies the merits listed in their curriculum vitae. These documents should preferably be sent in electronic format.

Applicants who do not attend at their allotted time will be given a second call to appear fifteen minutes after their first call. Applicants who fail to attend will be removed from the selection process.

The test will be organized as a public session. Applicants will have a maximum of one-and-a-half hours to provide a brief personal introduction followed by a seminar on any subject that they deem appropriate. Then the committee will formulate questions that members consider suitable for the applicants, asking about the merits listed in their curriculum vitae, their seminar or any other aspect related to the contract of employment on offer and the activity that the applicant would be pursuing. In keeping with the specific characteristics of the knowledge area and the objectives of the Serra Hünter Plan, the test will be carried out in English.

6.4. Because the selection committees are collegial bodies reporting to the rector, appeals against their proceedings and decisions are subject to the criteria established in Article 114 of the legal framework of public administration in Catalonia and common administrative procedure.

6.5. Applicants whose permanent address is situated more than 100 km from the administrative offices of the university in question and who are participating in the second phase of the call will be eligible for reimbursement of travel and accommodation expenses, as indicated in Annex 1, attached.

7. Candidate proposal

7.1. Once all of the selection tests have been completed, the Selection Committee will draw up a shortlist of successful applicants in order of merit and issue a proposal of employment to the highest-placed applicant.

The proposal will be posted on the University of Barcelona website (www.ub.edu/comint/pdi/concursos/permanent.htm).

If no applicant is considered suitable, the position will be declared unfilled.

7.2. Applicants can file complaints with the rector against the proposed provision of committees within a maximum period of ten days, starting from the day following the publication of the official resolution. Once a complaint has been received, the signing of the contract shall be postponed until the complaint is definitively resolved.

To this end, the interested party may request authorization to consult all documentation related to the call at the offices of the University of Barcelona's Academic Staff Unit.

Complaints are reviewed by the Complaints Committee of the University of Barcelona, which will have a maximum period of three months to confirm the official resolution of the award of positions or not. The decision of the Complaints Committee is binding for the rector.

8. Resolution of the Competitive application process

8.1. The Selection Committee will submit the proposal referred to in the previous rule to the rector, who will issue the corresponding resolution awarding the post to the selected candidate; the candidate must then formalise the contract in question in accordance with the provisions and stipulations in rule nine. The official resolution on the award of positions will be published in the Official Bulletin of the Government of Catalonia.

8.2. The resolution of the rector will be considered to exhaust the administrative procedures available. Independently of its immediate applicability, the resolution can be contested in the administrative courts of Barcelona within a maximum period of two months from the day following the notification of the resolution, in accordance with the provisions of Article 46 of Law 29/1998 of 13 July, governing disputes with public bodies.

However, interested parties may also file an appeal for reconsideration before the rector within one month from the day of publication of this resolution. In such a case, no administrative-contentious appeal can be filed until such time as the appeal for reconsideration shall have been expressly resolved or implicitly dismissed.

9. Formalisation of the Contract

9.1. The applicant proposed to fill each position must provide the following information to the General Registry of the University of Barcelona within the maximum term of 2 months as of the date the Award of Contract Resolution is posted:

- a) Official medical certificate accrediting the information stipulated in section b) of Clause 2.1
- b) Declaration by the applicant that he or she is not barred from the performance of public duties or suspended or dismissed from employment by any public administration by virtue of a final judgment beyond appeal; nor that he or she has incurred any other legal disqualification under current regulations. If the applicant is a foreign citizen, he or she must attest by sworn statement or oath that he or she is not subject to disciplinary punishment or dismissal or criminal conviction that could impede eligibility for public employment in his or her country of origin.
- c) Declaration that the applicant has no possible conflict of interest as established by current legislation nor, during the period of acknowledgement of appointment, will exercise the option stipulated in Article 10 of Law 53/1984 of 26 December, on the conflicts of interest corresponding to staff employed in the Public Administration.
- d) Original copy of the doctoral degree certificate. If the degree has not been issued by a Spanish university or a university or been validated for access to a regulated profession in Spain, it will be necessary to seek official recognition of its equivalence to the corresponding Spanish qualification via the standard public procedure. If a certificate recognizing the equivalence of the candidate's doctoral degree cannot be submitted within the prescribed time, the two-month period will automatically be extended until it is obtained, provided that within the prescribed period the candidate has submitted documentary proof that a formal application for such recognition has been made.

9.2. If applicants do not submit the necessary documents within the period set by the University of Barcelona with the exception of cases of *force majeure*, which shall be verified by the University, or they fail to meet the stated requirements, the contract awarded will be revoked, without prejudice to any liability arising from misrepresentation. In such cases, the contract will be offered to the next candidate on the ordered list proposed by the selection committee

9.3. Proposed applicants will sign contracts with the University of Barcelona within a time period of six months of the date the Award of Contract Resolution is posted. This period can be extended by mutual agreement.



9.4. Proposed applicants who are neither citizens of the European Union nor covered under international treaties agreed by the European Union and ratified by Spain must have a work permit and resident's permit before signing their contract. In all cases, the six-month period will be automatically extended until such time as the necessary permits have been obtained.

9.5. The contracts will establish the terms and conditions of positions in this call in accordance with the pertinent legislation, including the additional terms and conditions listed below. The contracted professor or lecturer must fulfil these terms and conditions as part of the Serra Húnter Plan:

9.5.1. The contracted professor or lecturer will be assessed specifically in accordance with their academic merits, under the terms established in the Jaume Serra Húnter Plan.

9.5.2. The contracted professor or lecturer must maintain a summary, updated on an annual basis, of not more than two pages in length, stating the most significant aspects of his or her curriculum vitae. The contracted professor or lecturer will also authorize publication of this summary on the website of the Serra Húnter Plan.

9.5.3. The contracted professor or lecturer must clearly sign all published academic and scientific output as "Professor/a Serra Húnter" (Catalan), "Serra Húnter Fellow" (English) or "Profesor/a Serra Húnter" (Spanish), as applicable.

ANNEX 1

Travel and accommodation expenses

Applicants whose permanent address is situated more than 100 km from the administrative offices of the university in question will be eligible for reimbursement of travel and accommodation expenses.

Reimbursement of travel expenses

Reimbursement will be made for the standard cost of travel by any means of collective public transport, in standard class. Applicants must provide receipts for all claimed expenses.

If public transport links are not available, the following sums will be reimbursement for travel in private vehicles:

Type of vehicle	Amount per kilometre
Car	€0.30
Motobike	€0.15

The reference amounts used to establish the maximum sums payable for travel expenses incurred by applications from outside Spain are as follows:

Country of residence: Spain

The maximum sum payable for travel expenses will be 300 euros.

Country of residence: Europe

Country of residence	Maximum amount
Germany	€400
Austria	€400
Denmark	€500
Slovenia	€500
France	€400
Greece	€500
Ireland	€400
Italy	€400
Latvia	€700
Norway	€600
The Netherlands	€400
Portugal	€400



United Kingdom	€400
Czech Republic	€700
Romania	€700
Sweden	€600
Switzerland	€400
Ukraine	€800

For all other European countries, the reference values will be taken from neighbouring countries with similar economic conditions.

Other countries:

Country of residence	Maximum amount
Saudi Arabia	€800
Australia	€1,300
Canada	€1,000
Colombia	€1,000
South Korea	€1,200
Egypt	€700
UAE	€800
United States	€1,000
Equatorial Guinea	€1,200
India	€1,200
Morocco	€700
Mexico	€1,000
Singapore	€1,200
China	€1,200

For all other non-European countries, the reference values will be taken from neighbouring countries with similar economic conditions.

Reimbursement of accommodation expenses

Applicants must provide receipts for all claimed expenses. Reimbursement will be made for a maximum of two nights, at a maximum value of 60 euros per night.