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| **SELECTION PROCEDURE FOR POSTDOCTORAL RESEARCH STAFF CONTRACTED USING EXTERNAL FUNDING FOR SPECIFIC PURPOSES OR UNIVERSITY OF BARCELONA POLICY FUNDING (ORDINARY PROCEDURE)** |

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| **STATEMENT OF COMMITMENT (must be signed by the PI)** |

**NAME AND SURNAME(S)**, as PI of the project project name, with the code enter project code and funded by describe the project and indicate the source of funding (AEI, ERDF, etc.),

**I AGREE TO:**

1. Draw up a selection report in accordance with the criteria established in the *Selection process* section in the appendix of this document, applying the principles of equality, merit and capacity.
2. Only give the successful candidate the tasks that are indicated in the call for applications.
3. Ensure sufficient funds are available to cover all the employment costs relating to the contract and any agreed extensions, considering that the contract can be no longer than the maximum length indicated in the corresponding regulations.

Barcelona, data

**Signed**

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| **APPROVAL OF THE CONDITIONS OF THE CALL FOR APPLICATIONS (must be signed by the head/director of the corresponding department/institute)** |

**NAME and SURNAME(S)**, head/director of the full name of department or institute, approve the conditions of the call for applications to the selection procedure for postdoctoral research staff funded under the project indicate the name and code of the project and the source of funding (AEI, ERDF, etc.).

Barcelona, data

**Signed**

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| **APPENDIX TO THE CONDITIONS OF THE CALL FOR APPLICATIONS (must be completed by the PI)** | | |
| **GENERAL DETAILS** | | |
| **Subject** | | Describe the subject of the work |
| **Functions** | | Describe the specific functions that will be carried out and whether services will be provided in any experimental laboratory. |
| **Type of funding**  **and funding body** | | Funded by: Research line / Research project / Research agreement. Indicate the source of funding (AEI, ERDF, etc.). |
| **Recipient** | | Name of requesting unit. Indicate the faculty and department. |
| **Duration of contract** | | Specify the duration of the contract, taking into account the limits stated in the regulations (between three months and four years). |
| **Possibility of extension** | | 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. |
| **Start date and maximum period before starting work** | | Indicate date. This can be no later than three months after the date of publishing the contract award proposal. |
| **Time commitment** | | Indicate the weekly time commitment. Two options are offered: full time, or 20 hours/week. |
| **Gross salary per annum** (without social security payments) | |  |
| **Period for submission**  **of applications** | | ................. working days  Starting from the day after the call for applications is published in the E-Office (10 - 20). |
| **Period for accepting the contract offer** | | Offers must be accepted within ten working days (this may be reduced to five days in exceptional circumstances). |
| **Website or email address for formalizing the application** | | Indicate the app or portal on which the application will be submitted electronically. Alternatively, indicate the email address of the OAG/OPIR (obligatory) and the PI (if deemed appropriate). |
| **Sources of recruitment** | | The job must be posted on the UB E-Office and on Euraxess (or equivalent)  If Euraxess is not used, indicate the name of the other portals on which the job offer will be posted. |
| **CANDIDATE REQUIREMENTS** | | | |
| **Requirements** | Specify, if necessary, other technical and personal competences and any other requirement that is necessary to carry out the functions of the contract (such as computer or language knowledge, etc.). | | |
| **Documentation required** | * CV * Motivation letter | | |
| Other: language certificates, certification of other skills or relevant  training, if applicable.  Indicate whether reports or reference letters are requested, which will be confidential. | | |
| **SELECTION PROCESS** | | | |
| **Selection criteria and weighting**  (criteria to be taken into account in the assessing candidates, and weighting of each criterion on a scale of 0-100). | Example:  • Suitability of CV (max. 50)   * PhD in the specialist area (30), other PhD (10)   • Motivation letter (max. 30)  • Related experience (max. 20). E.g.: > 3 years (15 points), < 3 years (5 points) | | |
| **Minimum score** to pass the selection process | Enter the minimum score here (if applicable) | | |

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| **Information requested by the Euraxess portal to publish the offer – Job offer (must be filled in in English by the PI)** |

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| --- | --- |
| **Mandatory\*** | Optional |

**Project information**

|  |  |
| --- | --- |
| **Acronym\*** |  |
| **Project title\*** |  |
| **PI\*** |  |
| **Department\*** | Name of the department and the research group |

**Basic information**

**Job description**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title\*** | **Postdoc position in** ……  **Ref. XXXX** (codi de referència que ha d’emplenar l’OAG o l’OPIR) | | | | | |
| **Offer description\***  *Project description, responsibilities, functions and/or tasks of the position, etc.* |  | | | | | |
| **Researcher Profile\*** |  | Recognised Researcher *(PhD holder or equivalent, experience more than 4 years, not fully independent)* | | | | |
| **Research field\***  *Select one* |  | Agricultural sciences |  | Educational sciences |  | Literature |
|  | Anthropology |  | Engineering |  | Technology |
|  | Architecture |  | Environmental sciences |  | Religious sciences |
|  | Arts |  | Ethics in health sciences |  | Sociology |
|  | Astronomy |  | Ethics in natural sciences |  | Physiological sciences |
|  | Biological sciences |  | Ethics in physical sciences |  | Neurosciences |
|  | Chemistry |  | Geography |  | Pharmacological sciences |
|  | Communication sciences |  | Geosciences |  | Mathematics |
|  | Computer science |  | History |  | Philosophy |
|  | Criminology |  | Information science |  | Medical sciences |
|  | Cultural science |  | Juridical sciences |  | Political sciences |
|  | Demography |  | Language sciences |  | Physics |
|  | Economics |  | Other |  |  |

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| --- | --- |
| **Gross salary per year\*** | (Gross salary without social security payments) |

**How to apply**

|  |  |  |
| --- | --- | --- |
| **Required documents\*** | Application form, Curriculum vitae, motivation letter, etc*.* | |
| **Send your application to:** | **Email/website\*** | Indicate the app or portal on which the application will be submitted electronically. Alternatively, indicate the email address of the OAG/OPIR (obligatory) and the PI (if deemed appropriate). |
| Name |  |
| email subject\* | Indicate the reference no. of the call of applications. |

**Working conditions**

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| --- | --- | --- | --- | --- | --- | --- |
| **Type of contract\*** | Temporary | | | |  | |
| **Job status\*** *Select one* |  | full-time |  | part-time | **Hours per week\*** | Indicate the number of hours corresponding to a full-time or part-time (20 h/week) commitment. |
| **Application deadline\*** | dd-mm-yyyy | | | | **Job Starting Date\*** | dd-mm-yyyy |

**Funding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the job funded through a EU Research Framework Programme?\***  *Select one* |  | H2020 / Marie Sklodowska-Curie Actions COFUND |  | FP7 / People-Maire Curie Actions COFUND |
|  | H2020 / Marie Sklodowska-Curie Actions |  | FP7 / People-Maire Curie Actions |
|  | H2020 / ERC |  | FP7 / Ideas-ERC |
|  | H2020 / EIT |  | FP7 / JRC |
|  | H2020 |  | FP7 |
| **If not, indicate the fund program and organization\*** | **Funded by**: please indicate the Research Project or Research Agreement | | | |
| **Science4Refugees\*** |  |

**Hiring organization**

|  |  |  |
| --- | --- | --- |
| Contact Person: | Name |  |
| email |  |
| Phone |  |
| Mobile phone |  |

**Work location**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Centre\*** |  | | |
| **City\*** |  | | |
| Street |  | Post code |  |

**Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Education Level\*** *Select one* | **X** | PhD or equivalent | |
| Skills/Qualifications |  | | |
| Specific requirements |  | | |
| Required languages | Language | | Level  *Basic/Good/Excellent/Mother tongue* |
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**Additional information**

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| --- | --- |
| Website for additional job details\* | Enter the link to the offer published in the E-Office. |

**Selection process**

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| Eligibility criteria |  |
| Selection process |  |

**Additional comments**

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| Priority will be given to people with disabilities (Law 89/2015 of June 2, reserve of quota 2% in favour of people with disabilities in companies of 50 or more people). |

Once these terms and conditions have been completed, they must be sent to the General Affairs Office, along with the document confirming the budget availability. The reference unit will prepare the resolution of the call for applications and post it on the UB E-Office and on Euraxess (or equivalent).

**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**

**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 attached document 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**

Applications to participate in the call must be submitted through the channels indicated in the appendix of the call, published on the UB E-Office, and within the period established in the document.

Applications must be signed by the candidate and submitted together with the following documentation:

* CV indicating research experience in the relevant field.
* Motivation letter.
* Other documentation specified in the appendix to the call for applications.

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

1. Postdoctoral research staff will be chosen through a public selection process, for which a call for applications will be announced via the UB E-Office and on the Euraxess portal or equivalent.

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.

3. After the call for applications, administrative decisions relating to the selection procedure are announced on the UB E-Office. The relevant body may also send a personal notification, if considered appropriate.

4. 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, by decision of the contracting body, without checking the veracity of the submitted documentation or compliance with requirements, except for the required documentation (CV and motivation letter). 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.

3. If some of the required documentation (CV and motivation letter) is lacking, candidates have ten working days to amend their application, which is announced on the E-Office. The candidate is entirely responsible for submitting documentation proving their merits that must be assessed. Candidates who do not submit this documentation by the stated deadline will be understood to have withdrawn from the selection procedure.

**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 Selection Committee considers each application in accordance with the general criteria stated in the Appendix of the call for applications.

**VII. Publication and notification of resolution**

1. Once the Selection Committee has completed a general assessment of each application, the reference unit publishes the contract award proposal on the UB E-Office (within two months from the date of notice of the call for applications). This proposal contains a ranked shortlist of candidates who have attained the minimum score indicated in the Appendix of the call's terms and conditions, with the total score given to each applicant and the name of the person who received the highest score and who has therefore been selected.

2. Within five working days, the reference unit informs the selected candidate of the existence of an offer from the University of Barcelona, and indicates the deadline for accepting or rejecting the offer. This period must not exceed ten working days and may be reduced to five working days in exceptional circumstances.

3. If the successful candidate does not accept the offer within the indicated period, a notice is published stating that this candidate has rejected the offer. This person is notified and the next candidate is selected following the order agreed with the Selection Committee in the contract award proposal.

**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 publication 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. According to the procedure described below, the successful candidate formalises a postdoctoral contract with the University of Barcelona, with the time commitment indicated in the appendix of the call for application's terms and conditions, 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 announcement 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.

**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 the extension corresponding to the suspended days is covered by the project that funds the contract.

**XIII. Remuneration**

The full amount received by the contract holders annually is that specified in the appendix of this call for applications. 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 the 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.

**XVI. Appeals**

Appeals against the postdoctoral contract award made by the corresponding Selection Committee can be lodged with the Rector of the University of Barcelona within one month from the day after the resolution is published on the UB E-Office, according to the provisions in articles 114 and 115 of Law 30/1992, of 26 November, on the Legal Framework of Public Administrations and Common Administrative Procedures.