



**Competitive call to contract  
permanent members of the teaching and research staff  
Serra Hünter Programme**

**Governing Council, 25<sup>th</sup> february 2016**

**CONDITIONS OF THE CALL FOR APPLICATIONS**

**1. General rules**

- 1.1 This competition is the second part of the process of recruiting and selecting contracted teaching and research staff within the Serra Hünter Plan, in accordance with the agreement of the Catalan Government on 3 July 2012 and the memorandum of understanding between the Department of Economy and Knowledge and the Catalan public universities of 5 October 2012.
- 1.2 Successful candidates will be awarded permanent contracts of employment.

**2. Regulations**

The regulations applicable to the competitions are the following:

- Organic Law 6/2001, of 21 December, on Universities, amended by Organic Law 4/2007, of 12 April (BOE 13/04/2007)
- Law 1/2003 of 19 February, on the Universities of Catalonia, and the regulations implemented under this law.
- Organic Law 36/2014, of 26 December, on General State Budgets for 2015.
- Regulations governing competitions for the employment of teaching staff, approved by the Governing Council of the URV on 30 April 2009 and subsequently modified.
- Decree 202/2003 of 26 August of the Department of Universities, Research and the Information Society which approves the Statute of the Universitat Rovira i Virgili, modified by agreement of the Catalan Government GOV/23/2012.
- Memorandum of understanding of 14 December 2012, between the Secretariat for Universities and Research of the Department of Economy and Knowledge, and the Catalan public universities to coordinate the publicity and the process of selecting those lecturers to be given contracts as part of the Serra Hünter Plan.

**3. Positions**

There will be two application phases for the positions. This is because Chapter 1, Article 21.2 of Law 36/2014, of 26 December, on General State Budgets for 2015 states that within the limit of the employee attrition rate corresponding to the categories of Full University Professor and Tenured University Professor, each University is obliged to designate at 15% of the total number of positions that it offers to fixed non-civil service contracts for research staff who hold doctoral degrees, who have completed the Ramón y Cajal Programme and who have obtained the I3 certificate.

**3.1 First phase**

The positions available during the first phase are specified in Annex 1 of these conditions.

**3.2 Second phase**

The positions available during the second phase are those specified in Annex 2 of these conditions in addition to any positions that were not filled during the first phase.

**4. Requirements**

If they are to be allowed to take part in the competition, applicants must:

- a) General requirements:

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- Be above the legal minimum age and not have exceeded the retirement age.
  - Not have any illness that prevents them from carrying out their corresponding functions in a normal manner.
  - Not have left the service of any of the public administrations for disciplinary reasons, or be forbidden from carrying out public functions.
  - Not be disqualified in any of the ways listed in Law 53/1984, of 26 December, regarding the disqualification of personnel from the public administrations.
  - Accredited their command of Catalan by presenting with their application the certificate of proficiency in Catalan or an equivalent level recognised by prevailing legislation.
- Candidates may accredit their command of Catalan before they take the entrance examination by presenting the URV's certificate of proficiency in Catalan for teaching and research staff, or afterwards if article 3.7 of Decree 128/2010 on the accreditation of the language knowledge of lecturers at universities belonging to the university system is applicable.

**b) Specific requirements:**

- Hold the title of doctor.  
Should the degree not have been issued by a Spanish university or have been recognised in the country, it must be homologated with equivalent official degrees in Spain.
- Provide accreditation for at least three years of teaching or research. Priority will be given to candidates who provide accreditation for postdoctoral research.
- Hold a research accreditation issued by the Agency for the Quality of the University System of Catalonia or by the National Agency for the Evaluation of Quality and Accreditation. In accordance with the resolution of 18 February 2005 by the General Directorate of Universities, this requirement is regarded as being satisfied if the candidate is a university professor or a tenured university lecturer.
- Candidates who apply during the first phase must have received a favourable evaluation for the I3 Programme.

The candidates must satisfy these requirements at the latest by the last day of the period for presenting applications.

**5. Applications**

- 5.1 All candidates who wish to take part in this call must send their applications to the rector of the Universitat Rovira i Virgili using the model application form in annex III (see the URV website). The application form must be accompanied by:

**a) General documents:**

- Photocopy of valid NIF, NIE or passport.
- Form accrediting command of Catalan.

**b) Specific documents:**

Candidates should e-mail the following pdf documents to the address [convocatoriespdi@urv.cat](mailto:convocatoriespdi@urv.cat):

- a. Doctoral degree or document proving that the degree has been applied for.
- b. Favourable evaluation for the I3 Programme for candidate who apply for the positions in the first phase.
- c. Research accreditation, advanced research accreditation or favourable report, as established in articles 47 and 49 of Law 1/2003, of 19 February, governing the universities of Catalonia (LUC), or another accreditation issued by a quality agency (if appropriate).
- d. Full curriculum vitae (no specific format).
- e. A document specifying the applicant's 5 most valuable contributions (articles, books, patents, etc.). A model document can be found at the PSH website.

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- f. A [brief description the applicant's academic career](#) (maximum 1 page). A model document can be found at the PSH website.
- g. A [brief statement of the applicant's teaching and research interests](#) in the context of the contract being offered for the next 5 years. The document should be no more than 6 pages long. See model at the PSH website.

**5.2 Presentation of applications:**

Individuals who wish to participate in this competition and who meet the requirements to do so must present the corresponding application form in accordance with the model found on the website of the URV.

Applications must be presented in one of the following ways:

**A) Via the URV's Online Registry**

The URV's Online Registry is an application administered by the URV's General Registry which enables users to electronically register requests, application forms and documents through the URV's online office on the internet. To use the application you must have a valid certificate issued by the URV. For more information on these certificates, go directly to the URV's Online Office at <https://seuelectronica.urv.cat/certificats.html>

The Online Registry allows users to present requests, applications forms and documents 24 hours a day, every day of the year.

You can find the Instructions for the Online Registration of Documents at [https://seuelectronica.urv.cat/registre\\_telematic.html](https://seuelectronica.urv.cat/registre_telematic.html)

The system allows users to present generic template documents to which they can add supporting documentation.

Once a user has presented a generic template document, the Online Registry will automatically issue a receipt confirming reception. This receipt will specify the registry entry number given to the form and the time and date on which it was presented.

You can directly access the URV's Online Registry at: <https://registre.urv.cat:8090/eresTramitsURV/avisosLegalsPrevis.jsf>

**B) In person at one of the URV's registries**

Applications must be presented to the auxiliary registry at the Central Services, building N5 of the URV at the address Carrer Marcel·lí Domingo, 2-4-6, postcode 43007, Tarragona, between 11.00 and 13.00, Monday to Friday.

They may also be presented at any other auxiliary registry or at the General Registry of the URV. The locations and opening hours of the auxiliary registries and General Registry of the URV can be found at <https://seuelectronica.urv.cat/registre.html>.

**C) In person at other official locations**

According to article 38 of Law 30/1992, 26 November, regarding the legal system governing the public administrations and common administrative procedure, documentation can also be submitted to:

- 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 applications are sent by certified post, they 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

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the URV 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 URV will be regarded as the date on which it has been submitted.

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

If you submit the documentation by one of the aforementioned means, you must communicate this within the application period by means of telex, telegram, fax or email to the Human Resources Department of the URV at the address Carrer Marcel·lí Domingo, 2-4-6, postcode 43007, Tarragona, fax 977297032 and email *marti.franques@urv.cat*.

5.3 The deadline for presenting applications will be 15 calendar days after the call has been published in the URV website.

5.4 Those candidates who applied for a position at the Universitat Rovira i Virgili before 31 May 2015 during the first phase of the selection process must indicate on the application form whether the documents already presented to the Serra Húnter Programme are the definitive ones or whether they will be updating some of the documents in accordance with the procedure specified in point 5.1 of these conditions.

**6. Fees for registering for the application process**

6.1 The resolution passed by the Financial Committee of the URV's Social Council on 3 November 2011 establishes that individuals who wish to take part in an application process must pay the fee corresponding to the group to which the position pertains and which is indicated in the specific conditions of the application process. In accordance with Law 15/1997 and Order GRI/99/2015, of 15 April, which publishes the current fees for 2015 corresponding to procedures administered by the Department of Governance and Institutional Relations, prospective candidates must pay an examination fee of €66.55 into the bank account of the Universitat Rovira i Virgili. The bank and the account number are: Catalunya Caixa IBAN: ES2720133074690210237718, SWIFT: CESCESBBXXX. When making the payment, prospective candidates must specify their name and surname(s), tax identification number and the code of the position for which they are applying. The payment may also be made by means of a postal or bank order to the Universitat Rovira i Virgili. If this payment is made by means of a postal or bank order, the sender's name must be that of the applicant, and the place, date and number of the order must also be included. In all cases applicants must include the original proof of payment of the fee with their applications.

**6.2 Exemptions**

Applicants are exempt from paying the fee if they are unemployed and receive no financial assistance, are retired, or can demonstrate that they have a disability equal to or greater the 33%. Any exemption must be accredited with the appropriate documentation.

If unemployed, applicants must demonstrate this by including in their applications a certificate from the Oficina de Treball (Employment Office) or the Servicio Público de Empleo Estatal (Public State Employment Service) that confirms that they are seeking employment and receive no form of financial assistance; this certificate must have been issued during the period for presenting applications. Applicants must also include a sworn statement in which they state that they are unemployed and that they receive no income from paid employment.

6.3 Applicants who are eligible for any discount in the registration fee as established by order GRI/99/2015 must accredit this.

6.4 Applicants who do not make the payment, who only pay part of the fee or who do not provide proof that they are exempt from payment or eligible for a discount will be excluded from the selection process.

6.5 Applicants who have been permanently excluded from the selection process may request the return of their registration fee provided that they have not been excluded as a result of any infringement committed by them.

6.6 Applicants must make the bank payment and present their applications to the University within the deadline and in the manner described in these conditions. Under no circumstances will payment to the bank be a substitute for presentation of the formal application.

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**7. Admission of candidates**

7.1 Once the deadline for presenting applications has expired, a provisional list of candidates who have been admitted and excluded will be published on the URV's website, if necessary specifying the reason for exclusion.

7.2 Within 10 calendar days, applicants can amend their application or, if appropriate, present their arguments to the Vice-Rector for Teaching and Research Staff.

If candidates do not amend the defects that have led to their being excluded within the specified period, they will no longer be considered to have applied and their exclusion will be definitive.

7.3 Once the deadline described in the point above has expired, the definitive list of candidates who have been excluded and admitted will be published at the same address as the provisional list.

7.4 According to article 59.6 of Law 30/1992, 26 November, regarding the legal system governing the public administrations and common administrative procedure, with the publication of the resolutions on the University's website it will be assumed that all candidates have been duly notified, and the period of complaints and appeals will begin.

7.5 The Administration of the University can at any time amend, at its own initiative or by request, the material, factual or arithmetical errors that may have been made during the procedure.

**8. Selection committee**

**8.1 Composition.**

According to article 184 of the URV Statute, the selection committees for each vacancy will be made up of three members appointed in accordance with the procedure established by the regulations governing competitions for the employment of teaching staff. Two advisors will also be appointed by the directors of the Serra Húnter Plan. The five people will take part in all the tests of the selection process.

The composition of the committees that are to assess the candidates can be consulted, for each vacancy, in annex I and II.

**8.2 The committees**

The selection committee will be constituted within three months of the call being published. If it has not been constituted within this period, an application for an extension of one month can be sent to the rector, explaining the reasons why this is necessary.

The chairperson of the committee shall convene meetings and inform candidates of test days and times.

The committee can only be constituted if all of its members are present.

The committee can reach unanimous or majority agreements. In the latter case, the dissenting member shall specify the reasons for his/her disagreement.

**9. Selection procedure**

Within the established period, the chairs of each committee shall call the other members to constitute the committee and the candidates for their presentation and the initiation of the test/s.

After the constitution of the committee and before the presentation of the candidates, the committee will publish the criteria for appraising candidates and the corresponding scale in accordance with the Regulations governing competitions for contracting teaching staff.

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In all selection processes and in each of the tests, and in agreement with the procedure established below for each of the vacancies, the committee shall draft a reasoned report on the merits of each individual candidate or the candidates as a whole, using the established criteria for appraisal and the corresponding scale.

The competitions for vacancies for associate professors consist of a presentation and two tests; they are all open to the public.

During the presentation, the candidates will be informed of the criteria by which they shall be appraised and the corresponding scale, and the order in which they are to be tested will be determined. Also during the presentation, the candidates will provide the committee with their academic, teaching, research and professional curriculum, a copy of their publications and the documents supporting their curriculum vitae.

The first test, the result of which will determine whether candidates are allowed to continue with the selection process, consists of an oral presentation in which candidates must justify why they are academically suited to the needs of the Universitat Rovira i Virgili specified in the announcement of the vacancy. The presentation will be followed by a debate between the committee and the candidate. The presentations can last for a maximum of one hour and the total duration of the test will not be longer than two and a half hours. This first test will be assessed in two different stages: first, the candidate's curriculum and, second, the candidate's oral presentation.

Once the first test is over and after it has been assessed, the committee will publish the list of candidates who have passed and call them for the second test.

The second test, the result of which will determine whether candidates are allowed to continue with the selection process, consists of the presentation of an original research project undertaken by the candidate, followed by a debate. The candidate's presentation will last for a maximum of one hour and the total duration of the second test cannot be more than two and a half hours.

Should the departments involved so request, the candidates can make a presentation about their research activity, for which they will be paid.

**10. Proposal of candidates to fill the vacancies**

Once the candidates have been evaluated, the committee will provide the rector of the University with a list, which will be binding, of all the candidates who have passed the selection process. The candidates will be listed in order of preference. The position may also be declared unfilled.

If the committee's proposal is not unanimous, the dissenting committee member will record his or her own evaluation and order of preference of the candidates he or she has evaluated favourably.

In view of the committee's proposal, the rector will announce the decisions, naming a candidate for each vacancy in the order proposed by the committee until all vacancies have been filled. The decision about the appointments will be published on the URV's website and in the Official Gazette of the Catalan Government.

**11. Contracting**

The candidates proposed will sign a contract with the URV within a maximum of 6 months of the rector's decision being published on the website. This period can be extended by mutual agreement.

From the day after the publication of the rector's decision, candidates have 15 days to present the documents required before the contract can be signed to the Human Resources Service.

- a) Official medical certificate to show that the candidate selected has no failing or illness that will prevent him or her from fulfilling the normal functions of the post.
- b) Statement that the candidate is not in any of the situations of incompatibility envisaged by current legislation or will not exercise, during the process of taking up the post, the option

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envisaged by article 10 of Law 53/1984, of 26 December, of incompatibilities of staff working for the public administrations.

- c) Original documents accrediting specific requirements: doctoral degree and research or advanced research accreditation.

If a candidate renounces their appointment or if the contract is unsigned, the rector will appoint the next candidate on the list in order of preference.

If the proposed candidate is from a non-EU country, he/she must comply with the necessary legal requisites in order to be contracted and affiliated to the social security.

Under no circumstances may the candidate begin work before he/she is affiliated to the social security.

The contracts shall state the working conditions in the same terms in which they have been described in this call and in the current legislation, as well as the following additional clauses, which all lecturers contracted by the Serra Hünter Plan must comply with:

- The person contracted will be assessed specifically on academic merit in the terms laid down by the Jaume Serra Hünter Plan.
- The person contracted must annually update a summary - two pages long at the most - of the most important aspects of his or her curriculum vitae and authorize it for publication on the Serra Hünter Plan website.
- The person contracted must sign all his or her academic and scientific output as "Professor Serra Hünter", "Serra Hünter Fellow" or "Profesor Serra Hünter", as the case may be.

#### 12. Remuneration

The remuneration for each of the posts is specified in annex IV.

#### 13. Complaints

Any interested party may lodge an administrative appeal against this call for applications and its conditions at the Administrative Court in Tarragona within two months, counting from the day after notification is received. An appeal for reversal can also be made to the Rector of the URV prior to the administrative appeal and within one month of the day after notification is received.

Likewise, interested parties can appeal to the rector of the URV against the actions of the committee within one month of having been informed of this decision. This appeal will be understood to have been rejected if the university administration publishes no resolution regarding the appeal within three months after it has been lodged. The opportunity to lodge an administrative appeal at the Administrative Court of Tarragona will expire six months from the day after the appeal lodged with the Rector has been rejected. If a resolution is published regarding the appeal lodged with the Rector, the interested party will have two months starting from the day after they have been notified of this to lodge an administrative appeal.

Likewise, interested parties may lodge any other appeal they deem necessary to defend their interests.

Tarragona, 4th march 2016