



UNIVERSIDAD  
COMPLUTENSE  
MADRID



# Temporary Contracts for Project Researcher Personal (PAI-I) UCM Guidelines for Applicants

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## 1. CONTRACTS TO SUPPORT RESEARCH AT THE UCM: MAIN CHARACTERISTICS

Purpose of the contract	To carry out support work for research in specific scientific and technical research projects backed by grants or earmarked funding under the terms established in the call.
Formal requirements	The formal requirements common to all positions are established by the applicable basic legislation. See point 2.1..
Types of contract and duration	<ul style="list-style-type: none"> <li>Contract for specific work or service.</li> <li>The duration is subject to the specific activity you carry out within the project.</li> <li>It does not entail any commitment on the University's part regarding your subsequent incorporation into the staff.</li> </ul>
Day	Full- or part-time. The full day is 37.5 hours per week, with 22 working days of annual holidays or the proportional part corresponding to the time worked.
Remuneration	The salary varies according to the position and will be that appearing in the corresponding call (the net salary will be that obtained after subtracting all the deductions and contributions corresponding to each professional category), you may consult it <a href="#">here</a> . <a href="#">The Governing Council Agreement of January 30, 2018 establishes the minimum and maximum contract costs.</a>

### BASIC REGULATIONS

- [Law 14/2011, of June 1, on Science, Technology and Innovation.](#)
- [Organic Law 6/2001, of December 21, on Universities.](#)
- [Workers' Statute.](#)
- [Regulatory provision of PAI staff hiring procedure](#) (BOUC [Official Bulletin of the Complutense University] 12/01/2016), [Agreement of the Governing Council of the UCM](#) on total costs of these contracts (BOUC 2/01/2018)
  - [Agreement of the Governing Council of November 29, 2016](#), whereby a second paragraph is introduced in the Sole Additional Provision of the regulatory Provision of the hiring of temporary personnel for the performance of specific scientific and technical research projects, backed by earmarked grants or external financing.
  - [Correction of a material error in the publication of the Agreement of the Governing Council of January 30 \(BOUC No. 4, February 8, 2018\)](#), updating the Governing Council Agreement dated December 15, 2015, which partially modifies the regulating provision for the hiring of temporary personnel for the performance of specific scientific and technical research projects, backed by earmarked grants or external financing.
- The calls and their bases, by which the places are offered.
- The calls through which funds have been raised for the development of the project.

### SUPPLEMENTARY REGULATIONS

- [Law 39/2015, of 1 of October of the Common Administrative Procedures of the Public Administrations. Article 16.4. Presentation of the application in the Registry. Article 45, on communication. Arts. 112, 123 and 124 on contentious-administrative appeals.](#)
- [Organic Law 4/200, of January 11, on the rights and freedoms of foreigners in Spain.](#) See [Immigration Portal](#).
- [Law 14/2013, of September 27, on support for entrepreneurs and their internationalisation](#)

## 2. SUBMISSION OF APPLICATIONS

### 2.1 ESSENTIAL REQUIREMENTS TO PARTICIPATE IN THE CALL

There are two types of requirements to participate in the posts called for this type of contract. On the one hand, there are **formal requirements** common to all contracts and established by state legislation. On the other hand, each contract will have different participation requirements, linked to the type of profile and work to be carried out. Check the latter in the call for the post that may interest you.

Formal requirements common to all positions. <sup>1</sup>
Any nationality; for people of non-EU nationality, the formalization of the contract is linked to obtaining a work and residence permit, in accordance with the provisions of Organic Law 4/2000, of January 11, on the rights and freedoms of foreigners in Spain and their social integration and applicable regulatory provisions; and Law 14/2013, of September 27, on support for entrepreneurs and their internationalisation .
Having the <b>functional capacity</b> for the development of tasks
Being over sixteen years old and, where appropriate, not exceeding the maximum <b>age</b> for compulsory retirement
<b>Not having been separated</b> , through disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor having been disqualified for the performance of public functions.
Should you be a national of another State, not having been <b>disqualified or in an equivalent situation</b> , nor having been subjected to a disciplinary sanction that prevents access to public employment in your State .
Having the <b>academic or qualification conditions</b> required for each position .

### 2.2 PROCEDURE FOR THE SUBMISSION OF APPLICATIONS AND REQUIRED DOCUMENTATION

The applications are presented in a mixed model of electronic application and paper documentation. To submit your application, you must (use this page as a checklist):

PASOS Y DOCUMENTACIÓN		Hecho
1.	Complete de <a href="#">telematics application</a> for this purpose prior registration	
2.	<b>Attach the following</b> documents to the request, uploading them to the application:	
	<i>a) Curriculum vitae according to the format available on the website of the call.</i> <i>b) Documents accrediting the degree or degrees required for the position you are applying for. The academic qualifications that are an essential requirement must be homologated.</i> <i>c) National Identity Document, Foreigner Identification Number or the EU Citizen Registry in force or valid passport for non-EU citizens.</i> <i>d) Documentation justifying the requirements established in the post, if applicable.</i> <i>e) Documents proving all the merits that you claim. Bear in mind that those merits for which you do not provide documentary evidence will not be taken into consideration</i>	

<sup>1</sup> [Art. 56 y 57 del Estatuto Básico del Empleado Público.](#)

3.-Print the document that is automatically generated with the application, sign it, and present it through the <a href="#">channels allowed by article 16.4 of Law 39/2015, on the Common Administrative Procedure of Public Administrations</a> <sup>2</sup>	
	<a href="#">General Registry of the UCM</a> . Avenida Seneca 2. (Recommended) or its auxiliary records. Spanish Post Offices If you submit your application from a foreign country, you must do so through the official registries, which are to be found abroad in <a href="#">Spain's diplomatic representations or consular offices</a> . Registry assistance offices. You can check the available routes <a href="#">here</a> .
	Alternatively, you can make the presentation through the Electronic Registry of the UCM if you have an electronic signature certificate
If you present your candidacy in a place other than the Central Registry of the UCM, you must email the proof of submission of the application to <a href="mailto:inves.seleccion@ucm.es">inves.seleccion@ucm.es</a> .	
<b>N.B:</b>  Applications are not valid if they have not been submitted through the valid records in time; or if they are presented but have not been generated by the telematics application.  The data and documents that you have put on record or provided in your application are binding. You can only modify them through the telematics application and within the deadline for submitting applications. In the event of falsification of the information presented, or of manipulation of any document, you will lose your right to participate in the selection process.  Bear in mind that, if the post establishes an essential requirement, such as, for example, a specific degree, you must prove that you have that specific degree; similar or higher qualifications must be included among the merits to be assessed. Likewise, the qualifications must be homologated.	

2.3 LANGUAGE OF THE DOCUMENTATION

The forms and models for the presentation of the candidacy are bilingual: they appear in Spanish and English. You can fill in the documentation in either of the two languages. If the originals of the documentation through which you prove that you meet the essential requirements of the post (degree, etc.) are in a language other than Spanish or English, you must present a sworn translation of these into Spanish or English. Those academic qualifications established as essential requirements must be homologated.

2.4 APPLICATIONS BY FOREIGN PEOPLE

- **Nationals of member states of the European Union, countries of the European Economic Area and Switzerland.**
- If you are a national of a Member State of the European Union, Iceland, Liechtenstein, Norway and Switzerland, you can present your candidacy in the same way as people of Spanish nationality. You do not need to attach an additional document or carry out additional procedures in this phase of the process.

**Subsequently**, if you are selected and sign the employment contract, and if you are going to reside in Spain for a period of more than 3 months, you must register in the [Central Registry of Foreigners](#) and request the corresponding [Registration Certificate](#). To request this certificate, you may provide any of the following documents:

- An employment statement by the employer or an employment certificate, including, at least, the data of the name and address of the company, tax identification and contribution account code.
- A work contract registered with the Public Employment Service, or communication of the contract and its conditions through the [CONTRAT@ platform](#).
- A document of registration or equivalent situation in the corresponding Social Security regime or a consent to the verification of the data in the files of the General Treasury of the Social Security.

For more information, see the [Portal for Immigration](#) and [Mobility in the single market](#)

- **Citizens of other states.**

If you are of non-EU nationality, you may submit your application to the selection process regardless of your residence status in Spain or lack thereof at the time of doing so. If you are selected for a position at the UCM, it will be essential at the moment you are hired that you obtain a residence and work permit. In the event of not obtaining this, you will lose your status as a beneficiary of the aid and this will be offered to the next person in the prioritized list

**In the event of being selected:**

- The UCM will contact you to establish your situation as a resident in Spain and will require the necessary documentation: valid passport with all the pages, criminal record certificate, NIE (foreigner identification number) if applicable, medical insurance if you are not a resident in Spain, certification of availability of economic means to live and any other documentation required by current regulations at all times.
- The UCM will process the application for a residence and work permit.
- If the permit is not granted, the process will be interrupted and the contract will not be formalized.
- The duration of this process is variable, depending on the procedure mode (renewal of permit, application for the first time, a study permit being extended to a work permit, etc.)

For more information, see: [Immigration Portal](#)

## 2.5. APPLICATIONS BY PEOPLE WITH DISABILITIES

If you have a disability, you can, in the application form, state any reasonable adaptations that you would propose in the event that the selection process included activities that could be adapted, in order to favour your participation under equal conditions. The information regarding these proposed reasonable adaptations will be processed by the personnel strictly needed for their assessment and, where appropriate, implementation. In no case will they be part of the evaluation itself.

## 2.6. USEFUL CONTACTS

Should you have any doubts on the presentation of your application, you have a form at your disposal to make inquiries. General doubts: Research Personnel Selection Section. Tel. +34 91 394 7333/3668 (Mon-Fri 9:00 a.m. to 2:00 p.m.) Email: [pinves.seleccion@ucm.es](mailto:pinves.seleccion@ucm.es)  
Doubts about the telematics application: Technical support of the application: Tel. +34 91 394 4089 (Mon-Fri 9:00 a.m. to 2:00 p.m.) Email: [pinves.soporte@ucm.es](mailto:pinves.soporte@ucm.es)

2.7 THE WEBSITE OF THE CALL

The UCM employment website, and more specifically the website of the call, is the main means of information and communication during the process of presentation and selection of applications. Periodically check the website for updates and pay attention to the instructions included in it. It is your full responsibility to stay informed about the process..

Communication through the web	<b>A communication</b> is defined as the publication of the UCM website of the provisional and definitive lists of the admitted and excluded applications (as well as, if applicable, those cancelled), and of the provisional and definitive lists of the beneficiaries.
As a candidate, you are responsible for	<ul style="list-style-type: none"><li>o Checking your personal data and correcting any <b>errors</b></li><li>o <b>Verifying the information published</b> on the website of the call, and checking that you are included in the lists of admitted, excluded, cancelled applications, and in the lists of selected people.</li></ul>

3. SELECTION PROCESS

3.1 ADMISSION AND NON-ADMISSION OF APPLICATIONS

Once your application has been presented, all your documents will be checked to verify that you meet the requirements needed to participate in the call, and that you have submitted all the documents required.

- **Eligibility criteria**

An application will be eligible if it meets the following requirements:

- It has been submitted through the telematics application for this purpose within the period (day and time) indicated in the call and on its website.
- The printed telematics application has been validated in time in an official Registry (see section 2.2 Step 3)
- The documents are legible, printable and accessible (they are not password-protected, contain macros or the like).
- The forms are completely filled out and all the documents indicated in the call are included.
- The application meets the participation requirements established in the call and in the specific post..

- **Provisional resolution of admitted and excluded (and cancelled, if applicable) applications**

Within the period indicated in the call, the provisional list of admitted and excluded applications is published on the website, as are the reasons for exclusion, if applicable. At that time, a period of three working days to correct errors opens, both for applications that do not appear in any list and for those that have been excluded but may be corrected by means of submitting additional documentation.  
  
**It is your responsibility** to check that your name appears in any of the lists, either in that of admitted people or that of those excluded.

- **Correction of errors**

The correction is carried out through the telematics application used for the presentation of the request. There, you must attach the necessary documentation, validate and send the application form. You must print, sign and present the document in a valid Registry (see section 2.2 point 3). Bear in mind that a failure to present the signed document in a valid registry and within the term invalidates the presentation through the telematics application.

Those who fail to correct the reasons for the exclusion or allege the omission will be definitively excluded from the process.

- **Final list of admitted and excluded applicants**

The final list of admitted and excluded applicants will be subsequently published. It is your responsibility to check the listings. From this moment onwards, the applications will go on to be assessed in accordance with selection criteria.

### 3.2 SELECTION CRITERIA

- **General selection criteria**

The general selection criteria are:

- Academic Training: 0-2 points.
- Professional Experience/Suitability for the profile proposed: 0-6 points.
- Other merits: 0-2 points.

- **Post-specific evaluation criteria**

These general criteria are applied taking into account the specific profile and the merits desired for each post, for which reason you shall have to pay attention to the description of the profile in the call that interests you..

### 3.3 ACCREDITATION OF MERITS

The main probative elements of the requirements and merits are documentary. You must scan and attach all the documents that make it possible to verify that you have the skills and experiences that you indicate in your *curriculum vitae*. Among these documents, the following may be included (although others may be included):

- a) a) Official academic title(s). Remember that if the title is issued in a language other than Spanish or English, you need a sworn translation into one of these languages. Bear in mind also that if the post requires a specific academic title, you must present that specific title; similar or higher qualifications must be included among the merits to be assessed. Likewise, the titles must be homologated
- b) b) Official certificates issued by the centres or organizations in which you have completed additional training.
- c) c) Language accreditation: you can check the equivalences of different degrees with respect to the Common European Framework of Reference for Languages [here](#).
- d) d) Certificates of having received scholarships and participated in research projects. Award resolutions and certificates issued by representatives of the entity in which you received the scholarship or in which you collaborated in the project.



- e) Copies of publications, certificates of attendance at congresses and the like, certificates of attendance and use of courses, etc.
- f) Evidence of work performed or results obtained.

Qualifications obtained in countries other than Spain: Royal Decree 967/2014, of november 21<sup>3</sup>, establishes the requirements and the procedure for obtaining the validation of foreign studies of higher education. Those interested in obtaining this validation must request it at the competent [Ministry Service for this purpose](#)

### 3.4 ASSESSMENT OF MERITS

Once the definitive list of admitted and excluded applications has been published, all the admitted applications are evaluated based on the selection criteria established for the call and the profile of each position. **All admitted applications are treated equally..**

No merit is taken into account if it is not backed by documentary evidence.

The first evaluation of your candidacy will be carried out by the person responsible for the project that finances the contract, who will issue a report that will be sent to the Assessment Commission (you can check its composition on the website of the call), which will decide on the awarding of contracts.

In addition to the analysis of the documents you have presented to prove your merits, you may be summoned for complementary tests or interviews. In this case, the person in charge of the project (PI) will contact you to agree on the details.

- Conflict of interests

The UCM is committed to carrying out open, transparent selection processes based on the merits of the candidates, and provides the means to avoid conflicts of interest in these processes. Therefore, if you consider that any of the people who make up the specific Selection Committee of your scientific field has a conflict of interest that affects your application, you can state it on the application form for participating in the call.

### 3.5 AWARD RESOLUTION AND PUBLICATION OF RESULTS

Once the applications have been evaluated, the list of successful bidders is published on the website of the call. Likewise, a list of substitutes is published for each post, if applicable. Those applicants who have obtained a score of 5 or higher in the evaluation of their application are included the list of substitutes. People not included in the list of successful bidders will be considered non-beneficiaries for all purposes.

*NB: Remember that it is your responsibility to check the lists on the UCM website to verify that you appear in them.*

### 3.6 PRESENTATION OF ALLEGATIONS AND APPEALS

#### ALLEGATIONS

Should you want to challenge the provisional resolutions and the likewise provisional award, there is the possibility of a phase of allegations within a term of ten working days starting on the day following the publication of the list, for the purpose of modifying the decision taken and justifying the reasons for this revision

Model: the general application model.

Place of Presentation. General Registry of the UCM.

Resolution: Vice-rector for Research and Transfer

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## **APPEALS**

### Administrative Appeal

To challenge the call, the resolution of cancelled applications, the definitive resolution of admitted and excluded applications and the final award decision, an Administrative appeal may be filed before the Rector (arts. 121 ff, Law 39/2015, of october 1, on the Common Administrative Procedure of the Public Administrations. BOE, No. 206, of october 2, 2015), within a period of one month starting from the day following the publication. The resolution must take place within the term of three months, but the UCM is expected is expected to act with maximum celerity.

The Rector's decision in this case exhausts all administrative possibilities, which means that it is then possible to resort to the jurisdictional path.

Model: the general application model.

Place of Presentation: General Registry of the UCM

Resolution: Rector of the UCM