



U N I V E R S I D A D  
**COMPLUTENSE**  
M A D R I D

Research, Technical and Administrative Staff Contracts  
(PLI-Spanish acronym) UCM

Guide for applicants

April 2023

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*The use of the masculine form for the different positions and roles that appear in the Spanish language version of this document only refers to the name of the position and is not intended, in any case, to refer to the holder, nor does it presuppose that the person occupying the position is a man or a woman. References to persons, groups or academic positions appear in these regulations in the masculine gender as unmarked grammatical gender, thus including the possibility of referring to both women and men. Where appropriate, the citation of the relevant provisions in the feminine gender shall be valid.*

Contracts for scientific and technical activities linked to lines of research

1. RESEARCH, TECHNICAL AND ADMINISTRATIVE STAFF CONTRACTS (PLI) AT UCM (PLI):  
MAIN CHARACTERISTICS

CHARACTERISTICS OF THESE CONTRACTS (Purpose, term, requirements, etc.)

Purpose of the contract	To carry out activities linked to scientific and technical lines of research or services financed entirely by public subsidies on a competitive basis, or by funding external to the UCM under the terms and conditions established in the call for applications.
Formal requirements	The formal requirements for all positions are established by the applicable key legislation. See Point 3.1.
Contract type and term	<ul style="list-style-type: none"> <li>Contract with an indefinite term linked to the line of research.</li> <li>The <b>tasks to be performed shall be necessary and exclusively linked to the line of research for which he/she is recruited.</b></li> </ul>
Working Day	Full or part-time. The full working week is 37.5 hours, with 22 working days of annual leave or proportional part depending on the time worked.
Remuneration	<ul style="list-style-type: none"> <li><a href="#">Regulatory provision on the procedure for contracting in scientific and technical activities in order to carry out activities linked to scientific and technical lines of research or services, with an indefinite term, linked to external funding or funding from public grants granted on a competitive basis in their entirety (BOUC 26-5-2022)</a></li> </ul>

KEY REGULATIONS
<ul style="list-style-type: none"> <li><a href="#">Act 17/2022, of 5th September which amends Act 14/2011 of 1st June on Science, Technology and Innovation</a></li> <li><a href="#">Organic Act 6/2001, of 21st December, on Universities</a></li> <li><a href="#">Workers' Statute</a></li> <li><a href="#">Regulatory provision on the procedure for contracting in scientific and technical activities in order to carry out activities linked to scientific and technical lines of research or services, with an indefinite term, linked to external funding or funding from public grants granted on a competitive basis in their entirety (BOUC 26-5-2022)</a></li> <li>The calls for applications and the terms and conditions under which the positions are offered.</li> <li>The calls for applications or regulatory standards by means of which funds have been raised to implement the line of research.</li> </ul>
SUPPLEMENTARY REGULATIONS
<ul style="list-style-type: none"> <li>Regulation on the Digital Procedures and Operations of the UCM, approved by the Governing Council on 29th March 2022 (BOCM (Official Gazette of the Community of Madrid) No. 92, of 19th April), except for foreigners who do not have a UCM user ID or NIE (Foreigner Identification Number).</li> <li><a href="#">Regulation on the Digital Procedures and Operations of the UCM, approved by the Governing Council on 29th March 2022 (BOCM (Official Gazette of the Community of Madrid) No. 92, of 19th April), except for foreigners who do not have a UCM user ID or NIE (Foreigner Identification Number)</a></li> <li><a href="#">Act 39/2015, of 1st October, on the Common Administrative Procedure of Public Administrations. Article 16.4 Submission of applications at the Registry. Article 45, on notification.</a> Articles <a href="#">112</a>, <a href="#">123</a> and <a href="#">124</a> on administrative appeals.</li> <li><a href="#">Organic Act 4/2000, of 11th January on foreigners' rights and freedoms in Spain</a> <a href="#">Visit Immigration Portal</a></li> <li><a href="#">Act 14/2013, of 27th September, on providing support to entrepreneurs and their internationalisation.</a></li> </ul>

## 2. SUBMISSION OF APPLICATIONS

### 2.1. PREREQUISITES FOR PARTICIPATING

There are two types of requirements for participation in the vacancies advertised for this type of contract. On one hand, **there are formal requirements** that are common to all contracts and are established by State legislation. On the other hand, each contract will have different requirements for participation, **linked to the type of research profile and work to be carried out, which are established for each position, and set forth in the call for applications**. Check the latter in the announcement of the vacancy that is of interest to you.

Formal requirements common to all vacancies. <sup>1</sup>
<b>Any nationality</b> ; in the case of persons with non-EU nationality, the formalisation of the contract is linked to obtaining a work and residence permit, pursuant to the provisions of Organic Act 4/2000, of 11th January, on the rights and freedoms of foreigners in Spain and their social integration, applicable regulatory provisions; and Act 14/2013, of 27th September, on support for entrepreneurs and their internationalisation.
Possess the <b>functional ability</b> to perform the tasks.
Be at least sixteen years of age and not exceed, where applicable, the maximum <b>age</b> for compulsory retirement.
<b>Not to have been dismissed</b> , by means of disciplinary proceedings, from any Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor to have been disqualified from holding public office.
When holding citizenship of another State, the candidate must <b>not be disqualified or in an equivalent situation</b> , nor have been subject to a disciplinary sanction preventing him/her from taking up public employment in his/her State.
Have the <b>academic qualifications required</b> for each position.

### 2.2. APPLICATION PROCEDURE AND REQUIRED DOCUMENTATION

**Applications are submitted to the registry with a mixed model of online application or registration of the paper application.**

STEPS AND DOCUMENTATION	
1.	Applicants register and fill in the <a href="#">applicable online application</a> .
2.	The following documents <b>shall be attached to the application by</b> uploading them to the application
	<ul style="list-style-type: none"> <li>a) <i>Curriculum vitae</i> according to format.</li> <li>b) Documents certifying the qualification required in the call for the position applied for. Academic qualifications that are a prerequisite for admission shall be officially recognised.</li> <li>c) Valid Spanish ID (DNI), Foreigner's Identification Number (NIE) or EU citizen's registration number, or valid passport for non-EU nationals.</li> <li>d) Documentation supporting the requirements established for the position, where applicable.</li> <li>e) Documents certifying all the merits claimed. Applicants should note that only those merits that are documented together with the application form shall be considered</li> </ul>

<sup>1</sup> [Articles 56 and 57 of the Basic Statute of Public Employees.](#)

3. <b>The candidate shall print the document</b> that is automatically generated by the application, sign it, and <b>submit it via</b> <sup>2</sup> :
<ul style="list-style-type: none"><li>- <a href="#">UCM Electronic Registry</a> . <b>(Recommended)</b> <a href="#">UCM General Registry</a> or its auxiliary registries;</li><li>- Spanish Post Offices;</li><li>- Persons submitting their application from a foreign country shall do so through the official registries, which are located at the <a href="#">Diplomatic Missions or Consular Posts of Spain abroad</a> .</li><li>- Registration Assistance Offices.</li></ul> <p>You may consult <a href="#">the available means here</a>.</p>
<b>Applicants who have submitted their applications in places other than the UCM General Registry or the Electronic Registry, shall e-mail the proof of submission of the application to <a href="mailto:pinves.seleccion@ucm.es">pinves.seleccion@ucm.es</a></b>
<b>Important:</b> <ul style="list-style-type: none"><li>• Applications are not valid if they have not been submitted through the valid registries within the deadline; or if they are submitted, but have not been generated by the online application</li><li>• Applicants are bound by the information and documents provided by them in their applications. They may only modify them through the online application and within the deadline for the submission of applications. In the event of distortion of the information submitted, or manipulation of any document, the applicant shall lose his/her right to participate in the selection process. Qualifications must be officially recognised.</li></ul>

### 2.3. LANGUAGE OF THE DOCUMENTATION

The application forms and templates are bilingual: they are available in Spanish and English. You may fill in the documentation in Spanish or in English. In the event that the originals of the documents certifying compliance with the application requirements are in a language other than Spanish or English, a sworn translation of these documents into Spanish or English shall be submitted. The academic qualifications that are established as prerequisites shall be recognised.

### 2.4. APPLICATIONS FROM FOREIGN NATIONALS

- **Citizens of EU Member States, countries of the European Economic Area and Switzerland.**

If you are a citizen of a Member State of the European Union, Iceland, Liechtenstein, Norway and Switzerland, you may apply in the **same way as a Spanish citizen. You do not need to attach any additional documents or carry out any additional formalities at this stage of the process.**

**Subsequently**, if they are selected and sign the employment contract, they shall register at the [National Registry of Foreigners](#) and apply for the relevant [Registration Certificate](#). Any of the following documents may be submitted in order to apply for this certificate:

- Employer's declaration of recruitment or certificate of employment, including at least the company name and address , Corporate Tax ID and Social Security contribution code.
- Employment contract filed with the Public Employment Service, or the notification of the recruitment and its conditions through the platform [CONTRAT@](#).
- Document of registration or of similar status in the corresponding Social Security scheme or consent to the verification of the data in the files of the General Treasury of the Social Security.

Consult: [Immigration Portal](#) and the brochure [on movement within the single market](#).

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<sup>2</sup> Permitted channels pursuant to Article 16.4 of Act 39/2015, on the Common Administrative Procedure of Public Administrations

- **Citizens from other States**

If you are a non-EU national , **you may submit your application** to the selection process, regardless of whether or not you are resident in Spain at the time of application. If you are selected for a position at UCM, you **shall be required to obtain a residence and work permit at the time of recruitment**. If you do not obtain the aforementioned permit, you shall be ineligible for the grant and it may, after consultation with the LR, be offered to the next person on the priority list.

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**If selected:**

UCM shall contact you to learn about your situation in relation to your residence in Spain and shall require the necessary documentation: valid passport with all the pages, criminal record certificate, and any other documentation required by the regulations in force at any given time.

- UCM shall process the application for a work and residence permit pursuant to the legislation in force.
- Once the residence permit is granted, the final contract is formalised. If the permission is not granted, the process is halted. The duration of this process varies, depending on the type of procedure (renewal of permit, first-time application, extension of study permit to work permit, etc.)
- It should be noted that the law may require the person to be in his or her country of origin for the processing of the application.

Consult: [Immigration Portal and Large Enterprises and Strategic Collectives Unit](#)

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## 2.5. APPLICATIONS FOR PERSONS WITH DISABILITIES

If you have a disability, you may propose on the application form any reasonable adjustments, in the event that the selection process includes activities that may be adapted in order to facilitate your participation on an equal footing. The services responsible for the selection process shall contact, via the Office, to assess and where required, take the necessary measures.

During the selection process, these adjustments shall take place mainly in the case of public sessions, face-to-face or remote interviews, tests or similar situations.

Information regarding these reasonable accommodations proposed shall be treated confidentially and shall not be made available to anyone other than strictly necessary persons who are involved in the process. In no case shall they form part of the evaluation itself.

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## 2.6. USEFUL CONTACTS

If you have any doubts about submitting your application: use this [form](#) to ask your questions.

General queries: Pre-doctoral and Post-doctoral Research Staff Section. Tel. +34 91 394 7333 / 3668 (Mon-Fri 9:00 to 14:00) Email: [pinves.seleccion@ucm.es](mailto:pinves.seleccion@ucm.es)

Queries regarding the online application: Technical support for the application: Tel. +34 91 394 4089 (Mon-Fri 9:00 to 14:00) Email: [inves.soporte@ucm.es](mailto:inves.soporte@ucm.es)

## 2.7 WEBSITE OF THE CALL FOR APPLICATIONS

The UCM employment website, and specifically, the website of the call for applications, is the main source of information and communication during the application and selection process. Check the website regularly for updates and pay attention to the information on the website. It is your sole responsibility to keep yourself informed about the process.

Internet communication	The publication of the provisional and definitive lists of applications admitted and excluded (and cancelled, where applicable), and of the provisional and definitive lists of awardees on the UCM website, shall be understood as <b>notification performed</b> .
As an applicant, you are responsible for	<ul style="list-style-type: none"><li>○ Checking your personal details and correcting any <b>errors</b>.</li><li>○ <b>Verifying the information published</b> on the website of the call for applications, and checking that you are included in the lists of admitted, excluded and cancelled applications, and in the lists of selected applicants.</li></ul>

## 3.EVALUATION AND SELECTION PROCESS

### 3.1 ADMISSION AND REJECTION OF APPLICATIONS

Once you have submitted your application, all your documentation will be checked to ensure that you meet the requirements to participate in the call for applications and that you have submitted all the required documentation.

- **Eligibility criteria**

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

- It has been submitted through the online application for this purpose within the deadline (day and time) indicated in the call for applications and on the relevant website.
- It has been submitted on time and through the registries indicated in the call for applications.
- The documents are readable, printable and accessible (not password protected, do not contain macros, etc.).
- The forms are completed in full, and include all the documents indicated in the call for applications.
- The application complies with the requirements for participation set out in the call for applications and for the specific position.

- **Provisional decision on applications admitted and excluded (and cancelled, where applicable)**

The provisional list of admitted and excluded candidates and the reasons for exclusion, where applicable, shall be published on the website within the period indicated in the call for applications. At this point, a period of three working days is made available in order to **correct errors** , both for candidates who do not appear on any list and for those who have been excluded, but their status may be modified if they submit additional documentation.

**It is your responsibility** to check that your name appears on one of the lists, either in the list of those admitted or those excluded.

- **Correction of errors**

Corrections are made through the online application used to submit the application for the position. Here, you shall attach the necessary documentation, validate and submit the application form. You shall print, sign and submit the document to a valid Registry (see Section 2.2 Point 3). Please note that failure to submit the signed document to a valid registry within the deadline invalidates the online submission of the application.

Persons who do not correct the reasons for exclusion or do not submit a plea with regard to their omission shall be definitively excluded from the process.

- **Final list of admitted and rejected applications**

Subsequently, the final list of admitted and rejected candidates shall be published. It is **your responsibility** to check the lists. From this point onwards, applications shall be evaluated according to the selection criteria.

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### 3.2 SELECTION CRITERIA

- **General selection criteria**

The general selection criteria are:

Academic Background: 0-2 points.

Professional experience/Appropriateness with regard to the proposed profile: 0-6 points.

Other merits: 0-2 points.

- **Job-specific assessment criteria**

These general criteria are applied taking into account the specific research profile required and the desirable merits for each vacancy. You should therefore pay attention to the research profile described in the call for applications that is of interest to you.

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### 3.3 CERTIFICATION OF MERITS

The main evidence of compliance with requirements and merits is documentary. You shall scan and attach all documents that help to prove that you have the skills and experience indicated in your *curriculum vitae*. These documents may include (but are not limited to):

- a) Official academic qualification(s). Remember that, if the qualification is issued in a language other than Spanish or English, you shall submit a sworn translation into one of these languages. Please also note that if the position requires a specific academic degree, you shall submit that particular degree; similar or higher qualifications shall be included in the merits to be assessed. The qualifications shall also be officially recognised
- b) Official certificates issued by the centres or bodies where you have completed supplementary training.
- c) Language certification: you may consult the equivalences of different qualifications with regard to the Common European Framework of Reference for Languages [here](#).
- d) Certificates of having received grants and of participation in research projects. Award resolutions and certificates issued by representatives of the institution where you received the grant or where you collaborated for the purposes of the project.

- e) Copies of publications, certificates of attendance at conferences and similar events, certificates of attendance and completion of courses, etc.
- f) Proof of research work carried out or results obtained.

Qualifications obtained in countries other than Spain:

Royal Decree 967/2014, of 21st November,<sup>3</sup> establishes the requirements and procedure for obtaining the validation of foreign higher education studies. Persons interested in obtaining this validation shall apply for it from the [appropriate Ministry Service](#)

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### 3.4 ASSESSMENT OF MERITS

Once the final list of admitted and rejected candidates has been published, all admitted candidates are assessed on the basis of the selection criteria established for the call for applications and the profile of each position. **All admitted candidates are treated equally.**

No merit is considered unless it is documented.

The first assessment of your application shall be carried out by the person responsible for the line of research that funds the contract, who will issue a report to be sent to the Assessment Committee (you may consult its composition on the website of the call for applications), which shall decide whom to award the contracts.

In addition to the examination of the documentation submitted by you as proof of your merits, you may be called for supplementary tests or interviews. In this case, the person in charge (LR) of the project will contact you to agree on the details.

- **Conflict of interest**

UCM is committed to open, transparent and merit-based selection processes, and provides the means to avoid conflicts of interest in these processes. Therefore, if you consider that any of the members of the Selection Committee that is specific to your scientific field has a conflict of interest that affects your application, you may state this on the application form.

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### 3.5 AWARD DECISION AND PUBLICATION OF RESULTS

Once the applications have been assessed, the list of successful applicants is published on the website of the call for applications. A list of substitutes for each vacancy, if any, is also published. Applicants who have obtained a score of 5 or higher in the evaluation of their application will be included in the list of substitutes. Persons not included in the list of successful candidates shall be considered as non-awardees for all purposes.

***IMPORTANT: Please remember that it is your responsibility to check the lists on the UCM website to make sure that you are included in them.***

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<sup>3</sup> November, establishing the requirements and procedure for the recognition and declaration of equivalence to a degree and at an official university academic level, and for the validation of foreign higher education studies, and the procedure for determining the correspondence to the levels of the Spanish framework of qualifications for higher education of the official degrees of Architect, Engineer, Graduate, Technical Architect, Technical Engineer and Undergraduate.

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### 3.6 SUBMISSION OF PLEAS AND APPEALS

Submission: Electronic registry, according to the Regulation on the Digital Procedures and Operations of the UCM, approved by the Governing Council on 29th March 2022 (BOCM (Official Gazette of the Community of Madrid) no. 92, 19th April), except for foreigners who do not have a UCM user ID or NIE (Foreigner's Identification Number), and therefore cannot obtain an electronic identification and signature system accepted by the UCM, in which case it may be submitted through the UCM General Registry and the channels allowed by Article 16.4 of Act 39/2015, on the Common Administrative Procedure of the Public Administrations:

The documents to be submitted by the interested parties to the Public Administration bodies may be submitted:

- a) At the electronic registry of the Administration or Body to which they are addressed, as well as at the other electronic registries of any of the subjects referred to in Article 2.1;
- b) At post offices, in the manner established by regulations;
- c) At Spanish Diplomatic Missions or Consular Posts abroad;
- d) At registry assistance offices;
- e) At any other place established by the provisions in force.

The electronic registries of each and every administration shall be fully interoperable, so as to guarantee their IT compatibility and interconnection, as well as the online transfer of registry entries and documents submitted to any of the registries

#### **PLEAS**

A period of ten working days from the day following the publication of the list of awardees and the provisional award of the grant may be used to lodge a plea, in order to amend the decision adopted, and justifying the reasons for said review.

Template: the general instance template.

Decision: Vice-Rector for Research and Transfer.

#### **APPEALS**

##### Hierarchical Appeal

An appeal may be lodged for consideration by the Rector against the call for applications, against the decision on cancelled applications, and against the final decision on those admitted and excluded and against the final decision on the award of the contract (Articles 121 et seq., Act 39 / 2015, of 1st October, on the Common Administrative Procedure of Public Administrations. BOE (Official State Gazette), no. 206 of 2nd October 2015) within one month of the day following publication. A maximum of three months is established for the resolution, but maximum speed is expected from UCM.

The Rector's decision in this case puts an end to the administrative procedure, i.e. a court appeal may be filed.

Template: the general instance template.

Decision: Rector of the UCM.

##### Reconsideration Appeal

An optional appeal for reconsideration (Art. 123 of the aforementioned Act) may be lodged against the decision adopted within one month of notification of the previous appeal, which is lodged and resolved by the Rector himself (within one month, a decision upholding or rejecting the appeal shall be issued), or else an appeal may be lodged directly before the Contentious-Administrative jurisdiction, that is, before the corresponding Courts of Law, in accordance with the time periods indicated in the Act on the Contentious-Administrative Jurisdiction.

Template: the general instance template.

Resolution: the Rector of the UCM.