



UNIVERSIDAD  
COMPLUTENSE  
MADRID



UCM POSTDOCTORAL CONTRACTS  
CANDIDATE'S GUIDE



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## UCM POSTDOCTORAL CONTRACTS

### 1.1 GOAL: ATTRACTING TALENT AND TRAINING OF RESEACH PERSONAL

This call, which is carried out on a competitive basis, aims to attract talented people who contribute to the excellence of research and teaching at the Universidad Complutense de Madrid (UCM). Specifically, it seeks to incorporate PhDs to develop their projects in a UCM department, to complete and consolidate their research training and collaboration in teaching in any area of knowledge.

### 1.2 LEGISLATION AND INTERNAL REGULATIONS GOVERNING THESE CONTRACTS

If you are interested in these positions, it will be useful for you to know the main national and internal regulations that govern them: BASIC REGULATIONS

NORMATIVA BÁSICA
<ul style="list-style-type: none"> <li>• Organic Law 6/2001 of 21 December, on Universities.</li> <li>• <u>Law 14/2011, of 1 June, on Science, Technology, and Innovation</u></li> <li>• <u>Royal Legislative Decree 5/2015 of 30 October, approving the revised text of the Law on the Basic Statute of the Public Employee</u> <u>Revised text of the Worker's Statute (Estatuto de los Trabajadores).</u></li> <li>• UCM statutes</li> <li>• <u>Las bases reguladoras y las convocatorias emitidas por la UCM.</u></li> <li>• <u>Agreement of the Governing Council of 31 May 2016, modified by the Governing Council of 4 May 2017 and by the Academic Committee of 29 June 2018 on collaboration in teaching tasks.</u></li> </ul>
COMPLEMENTARY REGULATIONS
<ul style="list-style-type: none"> <li>• Organic Law 4/2000, of 11 January, on the rights and freedoms of foreigners in Spain and their social integrations</li> <li>• <u>Law 14/2013, of 27 September, on support for entrepreneurs and their internationalisation.</u> See immigration Portal.</li> <li>• <u>Law 39/2015, of 1 October, on the common Administrative Procedure of Public Administrations.</u> Article 16.4. Presentation of the candidacy in the Register. Article 45 on communication. Arts. 112, 123 and 124 on contentious-administrative appeals.</li> </ul>



### 1.3-MAIN CHARACTERISTICS

- **Purpose, duration, requirements, etc**

Type of Staff	Research staff
Duration	The contract will be signed for a duration of 1 year, extendable for another year
Working hours	Full- time (37,5 hours per week), with 22 working days (30 calendar days) OF
Remuneration	Equivalent to that of profesor/a Ayudante Doctor/a. See: Transparency Portal
Functions:	<ul style="list-style-type: none"> <li>• Research joining a research group of the receiving Department whenever your activity requires it. You will have a tutor who must be an active and permanent Ucm teaching and research staff member.</li> </ul> <p>Teaching collaboration with a workload of 80 hours preferably not exceeding 120 hours per year in undergraduate and/or master's degree subjects from among those assigned to the Department or Centre in wich you join and related to your field of knowledge</p>

- **Main duties and rights of the contracted persons**

Main duties	<ul style="list-style-type: none"> <li>• To accomplish in the research group, in the department and, in general, in the environment of your work position, exchanging information and ideas and participating in training, dissemination or other activities..</li> <li>• Adapt the work programme, if necessary, to the resources, availabilities, findings and other elements that may arise.</li> <li>• Collaborate in the teaching of the department in the manner agreed with the department, complying with the requirements, guidelines, and obligations in this respect.</li> <li>• Observe recognised ethical practices and the ethical principles corresponding to your discipline.</li> <li>• Inform UCM of the findings, discoveries and results susceptible to legal protection and collaborate in the processes of protection and transfer of the results of your research.</li> <li>• Disseminate the results of your research.</li> <li>• Participate in the meetings and activities of the governing and management bodies of which he/she are a member, where appropriate</li> <li>• Ensure that his/her work is relevant to society Take the necessary measures to avoid plagiarism.</li> <li>• Obtain the necessary permissions and authorisations before starting work or collaborate in the process of obtaining them</li> <li>• Report any delays or redefinitions in your work.</li> <li>• Be accountable for your work and be responsible ffor the efficient use of the resources assigned to it</li> <li>• Comply with UCM regulations regarding the use of the UCM name in relation to the authorship of your scientific activity</li> <li>• Allways follow safe working practices, in accordance with the applicable regulations, including the adoption of the necessary precautions for the prevention of occupational hazards, and to ensure where appropriate, that your team complies with these practices.</li> <li>• Adopt the necessary measures to comply with the applicable regulations on data protection and confidentiality.</li> </ul>
Main rights	<ul style="list-style-type: none"> <li>• Obtain from UCM the collaboration and support necessary for the normal development of your research and teaching work.</li> <li>• Be integrated in a research group and in the UCM department and centre where he/she carries out the research.</li> <li>• To benefit from professional advice from your tutor.</li> <li>• Access to continuous training services for teaching and research staff.</li> </ul>



- Access to the consultancy and management services of the OTRI (Office for the Transfer of Research Results) and others.
- Access to UCM sports facilities and medical services
- To participate in the governing and representative bodies of the UCM in the manner provided for in its regulations.
- To participate in calls for complementary grants for attendance at scientific meetings or for training and improvement stays in other centres; to participate in other similar calls.
- Exercise the intellectual and industrial property rights derived from your own research activity and in accordance with your contribution, as established in the call, in the revised text of the Intellectual Property Law, in Law 24/2015, of 24 July, on patents, and in Ucm regulations in this regard.
- Employment and social security rights deriving from the contract<sup>1</sup>

## 2.-SUBMISSION OF APPLICATIONS

### 2.1-PRERREQUISITES FOR PARTICIPATION IN THE CALL FOR APPLICATIONS

There are two types of requirements to participate in the positions advertised for this type of contract. On the 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 participation requirements, linked to the type of profile and work to be carried out. Check the latter in the call for the post you are interested in.

Requirements for candidates
<p>Formal legal requirements<sup>1</sup></p> <p>Any nationality. In the case of persons with non-EU nationality, the formalisation of the contract is linked to obtaining a work permit, in accordance with the provisions of Organic Law 4/2000, of 11 January, on the rights and freedoms of foreigners in Spain and their social integration and the applicable regulations. Law 14/2013 of 27 September, no support for entrepreneurs and their internationalisation. Not suffer from any illness or physical or mental limitation incompatible with the performance of the functions. Be at least sixteen years of age and not exceed, where applicable, the maximum age of compulsory retirement. Not have been dismissed, by means of disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor have been disqualified from performing public functions.</p> <p>In the case of being a national of another State, not being disqualified or in an equivalent situation, nor having been subjected to a disciplinary sanction that prevents access to public employment in your State.</p> <p>Meet the established qualification requirements.</p>
<p>Requirements of the call for applications</p> <p>Requirements of the call for applications</p> <p>Doctors who, no the closing date for the submission of applications, meet the following requirements:</p> <p>Be a doctor with a seniority of no more tan 7 years from the date of obtaining the degree ( the date of the Reading and approval of the thesis will be considered as such</p> <p>In the case of being a national of another State, not being disqualified or in an equivalent situation, nor having been subjected to a disiplinary sanction that prevents access to public employment in your State</p> <p>Meet the established qualification requirements</p> <ul style="list-style-type: none"> <li>▪ The 7-year period may be extended in the following cases:</li> </ul>

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



- Periods of rest derived from maternity or paternity enjoyed in accordance with the protected situations set out in the General Social Security Scheme. An extensión of 1 years applies.
- Serious illness or accident of the applicant, with medical leave of 3 months or more. An extensión equal to de justified period of sick leave is applied, rounded up to full months.
- Care for dependent persons, in accordance with the provisions of Law 39/2006 of 14 december, on the promotion of personal autonomy and care for dependent persons, for a minimum period of 3 months. An extensión equal to the justified period is applied, rounded up to full months.

1 See Seguridad Social, Estatuto de los Trabajadores

2 Articles 56 and 57 of the Estatuto Basico del Empleado Público

Have completed a postdoctoral stay for at least 18 months (stays of less than two weeks are not considered and at least one of the stays must be for more than six months) at a university or research centre other than the one where you have completed your doctoral studies.

You must not have had any contractual relationship with UCM during the last 18 months.

#### Requirements for departments and centres

They must certify that they have the appropriate means (equipment, space, and funding) to carry out the research and teaching activities you intend to carry out..

The **receiving** research group must have sufficient funding to carry out the research you propose as an applicant.

A researcher who must be an active and permanent UCM Teaching and Research Staff member will act as the candidate's tutor. No person may tutor more than one candidate.

## 2.2-APPLICATION PROCEDURE AND DOCUMENTATION REQUIRED

Applications are submitted in a mixed model of online application and hard-copy document. To submit your application, you must (use this page as a checklist):

STEPS AND DOCUMENTATION	Hecho
1 Fill in the electronic application form for this purpose after registration	
<b>2 Attach the following documents to the application , uploading them to the application</b>	
<b>National Identity Card, residence card or certificate of registration in the register or EU citizens in force, or valid passport.</b>	
<b>Documentary proof of having completed a postdoctoral stay/s for at least 18 months at one or more universities or research centres other than the one where you have completed your doctoral studies.</b>	
<b>Acreditación documental de la fecha de obtención del grado de doctor/a</b> (see above)	
Documentary proof of having completed a postdoctoral stay/s for at least 18 months at one or more universities or research centres other than the one where you have completed your doctoral studies	
<b>Proof of maternity/paternity, sickness or dependency leave, if applicable</b>	
<b>Document I (<i>Curriculum vitae</i>):</b> Both the curriculum vitae and the documentw accrediting the merits claimed (CV max. 4 pages) must be uploaded in the fieldws provided for this purpose. Longer curricula vitae will bot be evaluated. It must be accompanied by a list of publications in accordance with the standard format). No merits will be considered unless the are documented	
<b>Documento II:</b> <a href="#">Report of admission to a UCM department</a>	
<b>Documento III:</b> Abbreviated curriculum vitae of the tutor researcher (curriculum vitae máx 4 pages)	
<b>Documento IV:</b> If applicable, accreditation that the receiving group has sufficient funding to carry out the proposed research.	



	In the case of a disability of more than 33% accreditation certificate	
1.	<b>Imprimir el documento</b> que se genera automáticamente con la aplicación, firmarlo, sign it,, and submit it through the channels allowed by article 16.4 of Law 39/2015 of the Common Administrative Procedure of Public Administrations <sup>2</sup> . That is, at :	
	General Registry of the UCM Avenida Séneca 2, Madrid (Recommended) or its auxiliary registers.	
	Spanish Post Offices.	
<b>If you submit your application from a foreign country, you must do so through the official registers, which are in the diplomatic representations or consular Offices of Spain abroad</b>		

Registry assistance offices. The available channels can be consulted here. Alternatively you may submit your application through the UCM Electronica Registry if you have an electronic signature certificate

If you submit your application at a place other than the Central Registry of the UCM, you must send by e-mail the proof of submission of the application

[inves.seleccion@ucm.es](mailto:inves.seleccion@ucm.es)

#### IMPORTANT

- See details on documentations requirements, deadlines and so on in the full text of the call for applications .
- Applications are not valid if they have not been submitted through the valid registers within the deadline; or if they are submitted but have not been generated by the telematica application.
- No merit will be considered if it is not documented.

#### THE CALL FOR APPLICATIONS WEBSITE

The UCM employment website, and specifically the website of the call for applications, is the main means of information and communication during the application and selection process. Please check the website periodically for updates and pay attention to the indications included in it. It is your responsibility to keep yourself informed about the process.

Communication through the website	Communication is understood as the publication on the UCM website of the provisional and final lists of admitted and excluded (and cancelled, if applicable) candidates, and of the provisional and final lists of beneficiaries.
As a candidate you are responsible for	<ul style="list-style-type: none"> <li>○ Checking your personal details and correcting any errors o</li> <li>○ Verify the information published on the website of the call for applications, and check that your name is on the lists of applications admitted, excluded, annulled, and on the list of successful selected applicants.</li> </ul>

## 2.4 LANGUAGE OF THE DOCUMENTATION

The forms and models for the presentation of the application are bilingual: they appear in Spanish and English. You may fill in the documentation in either language. If the original documents proving that you meet the participation requirements are in a language other than Spanish or English, you must submit a sworn translation of the same into either of these two languages. The academic qualifications that are established as indispensable requirements must be officially recognised.

## 2.5 APPLICATIONS FROM FOREIGN NATIONALS

- Nationals of EU Member States, countries of the European Economic Area and Switzerland. If you are a national of an EU Member State Iceland, Liechtenstein, Norway, or Switzerland, you can submit



your application in the same way as Spanish nationals. You do not need to attach any additional documents or carry out any additional formalities at this stage of the process.

Subsequently, if you are selected and sign the employment contract, given that you will be residing in Spain for a period of more than 3 months, you must register with the [Central Register of Foreigners](#) and request the corresponding [Registration Certificate](#). As an employed worker, to apply for this certificate, you can provide *any* of the following documents:

- o Employer's hiring statement or employment certificate, including, at least, details of the name and address of the company, tax identification and contribution account code.
- o Employment contract registered with the Public Employment Service, or the notification of hiring and its conditions through the [CONTRAT@ platform](#).
- o Document of registration or situation assimilated to registration in the corresponding Social Security scheme or consent to check the data in the files of the General Treasury of the Social Security.

For more information, please consult the [Immigration Portal](#) and the brochure Mobility in the [Single Market](#).

- Citizens of other countries.

If you are a non-EU national, you can apply for the recruiting process, regardless of whether you are resident and working in Spain at the time of application. If you are selected for a postdoctoral position at UCM, you must obtain a residence and work permit at the time of recruitment. If you do not obtain a residence and work permit, you will not be eligible for the grant and it may be offered to the next person on the prioritised list.

In case you are selected

- o UCM will contact you to know your situation in relation to residence and work in Spain and will require the necessary documentation: valid passport with all the pages, criminal record certificate, NIE if applicable and any other documentation required by the regulations in force at any given time.
- o UCM will send the appropriate documentation to apply for your work and residence permit, in accordance with the procedure in force.
- o Once the residence and work permit has been granted, the definitive contract is formalised. If the permit is not granted, the process is interrupted, and the contract is not formalised.
- o The duration of this process varies, depending on the type of procedure (permit renewal, first-time application, extension of study permit to work permit, etc.).

For more information, please consult: [Immigration Portal](#).

## 2.6. APPLICATIONS FROM PEOPLE WITH DISABILITIES

If you have a disability, you can state on the application form any reasonable adaptations that you would propose in case the recruiting process includes activities that could be adapted to favour your participation on equal terms. The information relating to these proposed reasonable adaptations will be processed by the staff strictly necessary for their assessment and, where appropriate, implementation. In no case will they form part of the assessment itself.

## 2.7. USEFUL CONTACTS

In case of doubts about the submission of your application: you have at your disposal a [form](#) to make your queries.

General enquiries: Research Staff Recruitment Section. Tel. +34 91 394 7333 / 3668 (M-F 9:00 to 14:00)

Email: [inves.seleccion@ucm.es](mailto:inves.seleccion@ucm.es)

Questions about the online application: Technical support: Tel. +34 91 394 4089 (M-F 9:00 to 14:00) Email: [inves.soporte@ucm.es](mailto:inves.soporte@ucm.es)

# 3. SCREENING AND SELECTION PROCESS



### 3.1. ADMISSION AND REJECTION OF APPLICATIONS

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

- Provisional resolution of admitted and excluded applications.

Within the term indicated in the call for applications, the provisional list of admitted and excluded candidates and the reasons for exclusion, if applicable, will be published on the website. At that time, a term of three working days is opened for the correction of errors, both for candidates who do not appear on any list and for those who have been excluded but can be corrected by submitting additional documentation.

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

- Error correction

The correction of errors is done through the online application used to submit the application. You must attach the necessary documentation, validate, and send the application form. You must print, sign, and submit the document in a valid Register (see section 2.2 point 3). Please note that failure to submit the signed document in a valid registry, and within the deadline, will invalidate the submission through the online application.

Those who have not remedied the reasons for exclusion or do not allege the omission will be definitively excluded from the process.

- Final list of admitted and excluded candidates.

Subsequently, the final list of admitted and excluded candidates will be published. It is your responsibility to check the lists. From this moment on, the applications will be evaluated according to the selection criteria.

### 3.2. SELECTION CRITERIA

Criteria / Scoring

1) Abbreviated *curriculum vitae* of the researcher tutor of the scientific record of the last 5 years. 0 to 25 points

- a) Contributions. The relevance and contribution of the researcher in articles published in scientific journals, books or chapters of scientific and technical books, papers presented at conferences, patents granted or licensed, the ability to obtain resources (national projects, contracts with companies, etc.) and, in general, in any other contribution that allows the different aspects of research to be assessed, including the direction of research work and technology transfer. A person with three six-year research periods, the last of which is still alive, will be awarded 17 points. 0 to 17 points
- b) Participation in international activity. Direct involvement in actions related to international programmes and projects will be valued, as well as the obtaining of funding through this participation. 0 to 6 points
- c) Other merits. Any other curricular merits not included in the previous sections and, especially, the training skills and activities carried out in the research team are assessed. 0 to 2 points

2) Curricular merits of the candidate. 0 to 75 points

- a) Contributions. The relevance and contribution of the candidate in articles published in scientific journals, books or chapters of scientific and technical books, papers presented at conferences, patents granted or licensed, projects awarded, and, in general, in any other contribution that allows the assessment of the different aspects of research, including technology transfer. 0 to 40 points
- b) Participation in international activities. Direct participation in actions related to international programmes and projects is valued, especially those related to international pre-doctoral and post-doctoral mobility programmes, especially considering publications, participation or financing in projects and contracts carried out in international collaboration. 0 to 30 points.
- c) Other curricular merits. Amongst other aspects, the obtaining of prizes, mentions and distinctions, scientific dissemination activities and any other contribution that allows research merits not included in the previous sections to be assessed. 0 to 5 points

TOTAL: 100 points

To be proposed, the candidate must achieve a minimum score of 70 points, of which at least 55 will correspond to the candidate's curricular merits.

### 3.3. ASSESSMENT OF MERITS

- Assessment of merits

Once the final list of admitted and excluded candidates has been published, all admitted candidates will be assessed based on the selection criteria established for the call. All admitted applications are treated equally.

The evaluation of each admitted application is the responsibility of the Recruiting Committees. The evaluation commissions base their assessment of merits on the documents provided by the candidates admitted, so it is essential that you provide documentary evidence of all the merits you claim in your curriculum vitae. No merit will be considered unless it is documented. They may also, if they deem it appropriate, conduct interviews (remote or face-to-face), public sessions or other tests that they consider relevant to better assess the candidates.

- Conflict of interest

UCM is committed to carrying out open, transparent, and merit-based recruitment processes and is committed to avoiding conflicts of interest in these processes. Therefore, if you consider that any of the members of the Recruitment Committee in your specific scientific field has a conflict of interest that may affect your application, you can state this on the application form.

- Elements of proof

The main elements of proof of qualifications and merits are documentary. You should scan and attach all documents that help to prove that you have the skills and experience you indicate in your *curriculum vitae*. These documents include, among others:

- a) Proof of having obtained a doctoral degree, stating the date and place. If the degree is issued in a language other than Spanish or English, you will need a sworn translation into one of these two languages. Please note that the degree must be homologated.
- b) Official certificates issued by the centres or bodies where you have completed complementary training.
- c) Language accreditation: you can consult the document "Equivalences between language proficiency certificates with respect to the CEFR- Common European Framework of Reference for Languages", available on the UCM employment website. In addition, the Centro Superior de Idiomas Modernos CSIM offers the possibility of taking language tests (which you will have to finance yourself).
- d) Certificates of having received grants, participation in or management of research projects. Award resolutions and certificates issued by representatives of the entity in which the grant was awarded or in which you collaborated in the project.
- e) Copies of publications, certificates of attendance at congresses and similar events, certificates of attendance at and successful completion of courses, etc.

### 3.4. AWARD DECISION AND PUBLICATION OF RESULTS

The Recruitment Committees specific to each scientific field will evaluate and decide on the awarding of grants, as well as their distribution by scientific area. You can see the composition of these committees on the website of the call.

- Provisional selection of beneficiaries



Once the accepted applications have been assessed, the provisional list of proposed beneficiaries and the evaluation of all accepted applications will be published on the website of the call. Those who are not included in this list will be considered as non-beneficiaries for all purposes.

At this point, a period of ten working days is opened for the presentation of allegations to the Vice-rectorate for Research and Transfer.

- Final decision of beneficiaries

Once this term has elapsed and the allegations have been examined, the final decision will be published, along with the definitive evaluation of all the candidates who have passed the recruiting process and the instructions for the registration and incorporation of the beneficiaries.

*IMPORTANT: please remember that it is your responsibility to check the provisional and final lists to ensure that you are included in them.*

### 3.5 PRESENTATION OF ALLEGATIONS AND APPEALS

#### ALLEGATIONS

A period of ten working days from the day after the publication of the list to modify the decision adopted and justifying the reasons for the revision may be used to lodge allegations against the provisional resolutions of beneficiaries and the provisional award.

Form: the general application form.

Place of presentation. General Registry of the UCM. Resolution: Vice-Rector for Research and Transfer.

#### APPEALS

##### Administrative appeal

An appeal to the Rector may be lodged against the call for applications, the decision on cancelled applications, the final decision on those admitted and excluded and the final decision on the awarding of grants (articles 121 and following, Law 39 / 2015, of 1 october, on the Common Administrative Procedure of Public Administrations. BOE, no. 206, of 2 october 2015), within one month from the day following publication. There are three months to resolve, but maximum speed is expected from UCM.

The Rector's decision in this case puts an end to the administrative procedure, i.e., it is possible to go to court.

Form: the general application form.

Place of presentation: General Registry of the UCM Resolution: Rector of the UCM.

##### Interlocutory appeal

An interlocutory appeal for reconsideration (art. 123 of the aforementioned Law) may be lodged against the above decision within one month of notification of the previous appeal, which is lodged and resolved before and by the Rector himself (within one month, a decision upholding or rejecting the appeal must be



issued), or else appeal directly to the contentious-administrative channel, i.e. to the corresponding Courts, in accordance with the time periods indicated in the Law on Contentious-Administrative Jurisdiction.

Form: the general application form.

Place of presentation: General Registry of the UCM.

Resolution: The Rector of the UCM