



UNIVERSIDAD
COMPLUTENSE
MADRID



UCM Predoctoral contracts Guide for Applicants

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1. THE UCM PRE-DOC CONTRACTS

1.1. PURPOSE: ATTRACTING TALENT AND TRAINING OF RESEARCH PERSONNEL

This call, which is carried out on a competitive basis, aims to attract talented people who will contribute to the excellence of research and teaching at the Universidad Complutense de Madrid (UCM).

Specifically, the aim is to attract the best doctoral students, so that they can train, carry out their research and complete their doctoral thesis at the Universidad Complutense de Madrid (UCM)

1.2. LEGISLACIÓN Y REGULACIÓN INTERNA QUE RIGE ESTOS CONTRATOS

Si te interesan estos puestos, puede ser útil que conozcas la principal normativa estatal e interna que los regulan:

BASIC REGULATIONS
<ul style="list-style-type: none"> • Law 14/2011, of 1 June, on Science, Technology and Innovation. Art. 21 Pre-doctoral contract • Revised text of the Workers' Statute. • Royal Decree 103/2019, of 1 March, approving the Statute of pre-doctoral research personnel in training. • Pre-doctoral trainee research personnel. • The regulatory bases and calls issued by the UCM. • UCM doctoral regulations. • 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.
COMPLEMENTARY REGULATIONS
<ul style="list-style-type: none"> • Organic Law 4/2000, of 11 January, on the rights and freedoms of foreigners in Spain and their social integration. • Law 14/2013, of 27 September, on support for entrepreneurs and their internationalisation See Immigration Portal. • Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations. • Article 16.4. Presentation of the candidacy in the Register. Article 45, on communication. Arts. 112, 123 and 124 on contentious-administrative appeals. • Agreement of the Governing Council of 22 July 2009 approving the unification of the qualification systems.

1.3. MAIN CHARACTERISTICS

Law 14/2011, on Science, Technology, and Innovation (article 21), and Royal Decree 103/2019, of 1 March, approving the Statute of Predoctoral Research Staff in Training impose many of its characteristics, as described here.

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

Purpose of the contract	To carry out research tasks within the scope of a specific and novel project (development of the doctoral thesis).
Requirements	To be in possession of a Bachelor degree, engineer, architect, university graduate with a degree of at least 300 ECTS credits (European Credit Transfer System) or university master's degree, or equivalent, and to have been admitted to a programme or to have applied for admission to a UCM doctoral programme.
Type of staff	As you are considered as pre-doctoral research staff in training, Royal Decree 103/2019, of 1 March, approving the Statute of Pre-doctoral Research Staff in Training (EPIF) is applicable to you.
Duration	<ul style="list-style-type: none"> • The contract has a minimum duration of 1 year and a maximum of 4 (in the case of people with disabilities, the duration of the contract may be up to 6 years). • The activity is evaluated annually by the Academic Committee of the Doctoral Programme or, where appropriate, the Doctoral School, for the duration of the stay in the programme. In case of negative evaluation, the contract may be terminated. • Situations such as temporary incapacity, risk during pregnancy, maternity, adoption or fostering, risk during breastfeeding and paternity, among others, suspend the calculation of the duration of the contract. <p><u>IMPORTANT:</u> No person may be recruited under this type of contract, in the same or a different institution, for a period of more than four years.</p>
Working hours	Full-time (37.5 hours per week), with 22 working days (30 calendar days) of holiday (or the proportional part corresponding to the time worked in the year), plus official holidays.
Remuneration and other benefits	<ul style="list-style-type: none"> • The salary varies for each call. • In the calls for applications where indicated, those contracted are exempt from paying the public tuition fees for academic supervision for the preparation of the doctoral thesis and the credits enrolled as training complements, where applicable, during the term of the contract. • In addition to the training and exchange actions organised in all the centres, you can access the activities of the Doctoral School as well as the Training Plan for teaching and research staff, or the services of the Internship and Employment Office, and benefit from the assistance of the Office for the Transfer of Research Results, among other things.

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

Main duties	<ul style="list-style-type: none"> • To carry out the activities foreseen in the research training and specialisation programme in which you are enrolled. • Accomplish the goal of the training and specialisation programme to the best of your ability, following the indications of the thesis supervisor and, where appropriate, the thesis tutor and the doctoral committee. • Abide by the internal rules and regulations of the centre in which the activities are carried out, especially regarding working conditions and occupational risk prevention regulations. • Comply with the conditions and obligations established in the call for applications.
Main rights	<ul style="list-style-type: none"> • To obtain from UCM the collaboration and support necessary for the normal development of the studies and research programme. • To be integrated in the UCM department, institute, or centre where the research is being carried out. • Participate, in the manner established by the UCM, in its governing and representative bodies. • Participate in the calls for complementary grants to attend scientific meetings or training and improvement stays in other centres.

- Exercise the intellectual and industrial property rights derived from your own research training activity and in accordance with your contribution, as established in the call, in the [Intellectual Property Law, in Law 24/2015, of 24 July, on Patents](#), and in the UCM regulations in this regard.
- Rights of a labour and social security nature derived from the contract: [See Social Security, Workers' Statute](#)

- **The doctoral thesis**

The "specific and innovative project" is to be understood as the completion of the doctoral thesis. For details on the thesis at UCM, see the [website of the UCM Doctoral School](#).

- **Collaboration in teaching**

For you to acquire teaching skills and thus improve your professional profile, UCM offers you the possibility of collaborating in teaching tasks. Thus, according to the Agreement of the Governing Council of 31 May 2016, modified by the Governing Council of 4 May 2017 and by the Academic Commission of 29 June 2018 and 14 November 2019, people hired through pre-doctoral contracts of the Law of Science formalised by UCM may collaborate in teaching during the period authorised by the call for their contract, up to a maximum of [60 hours/year and with a limit of 180 hours during the contract](#).

- You can ask your Department to collaborate in teaching tasks. The Departments are responsible for assigning the collaboration tasks, which must have your agreement and, where appropriate, that of the responsible researcher. This request is sent to the relevant Vice-Rector's Office, which will be responsible for authorisation.
- As this is collaborative work, you will not be asked to teach theory classes, nor will you be responsible for groups or subjects.
- You will obtain official certification of the teaching you give

2. SUBMISSION OF APPLICATIONS

2.1. PREREQUISITES FOR PARTICIPATION IN THE CALL FOR APPLICATIONS

<u>Indispensable requirements for participation</u>
<p>Not hold a PhD degree from any Spanish or foreign university.</p> <p>Have completed the studies that give access to the doctorate after 1 January four years prior to the current year; with the following exceptions:</p> <ol style="list-style-type: none"> 1) In the case of persons with bachelor's degree, engineering, architecture, and degree (in the case of degrees of at least 240 credits) or equivalent in foreign university systems, after 1 January five years prior to the current year. 2) In the case of persons with diploma, technical engineering and technical architecture, graduate (degrees of 180 credits) or equivalent in foreign university systems, after 1 January five years prior to the current year. 3) The date of completion of studies may be earlier, with the limit of up to 1 January eight years before the current year in the following cases: <ul style="list-style-type: none"> • If you have a degree in Medicine, Pharmacy, Biology, Chemistry or Psychology and at the time of applying for the grant you are in possession of the Official Medical (MIR) or Pharmaceutical (FIR) Speciality degree or you have the Official Certificate of Speciality in Biology (BIR), Chemistry (QUIR) or Psychology (PIR). • If you are a graduate and you can prove that, after the date of completion of your studies, you have devoted yourself to the care of children under six years of age. In these cases, the extension of the time margin will correspond to the accredited time spent caring for children under six years of age. • Other situations will be considered <p>In the case of people with disabilities, the periods of 1 and 2 will be extended by two years.</p> <p>To be enrolled in a UCM doctoral programme in the current academic year or to have applied for admission to a doctoral programme for the following academic year, having passed at least 240 credits and having completed the first two years of the degree course. In both cases the doctoral programme must be attached to the Faculty through which you are applying for the grant.</p> <p>When signing the contract, you must prove that you are enrolled full-time in a PhD program at the UCM, in the same Faculty through which you are applying. This requirement can not be remedied. If you are already enrolled in a PhD programme in the current academic year, you must be enrolled in the same programme for the following academic year.</p> <p>To have a director/co-director/co-director/professor of the UCM, in active service. In the case of the Royal Complutense College at Harvard, the co-director must be a teaching and research staff member, with a PhD and in active service at Harvard University for more than the maximum period of the grant.</p> <p>No research director or co-director may endorse more than one application. All applications endorsed by the same person will be rejected.</p> <p>Those applications in which either the candidate or the person directing or co-directing the thesis do not meet the established requirements will be excluded.</p>

2.2. PROCEDURE FOR THE PRESENTATION OF APPLICATIONS AND REQUIRED DOCUMENTS

Applications must be submitted using a mixed model of telematic application and paper document. To submit your application, you must (use this page as a checklist):

Steps and documents		Done
1.	Fill in the online application form for this purpose after registration.	
2.	Attach the following documents to the application, uploading them to the application:	
	DNI, residence card or certificate of registration in the register of EU citizens or valid passport.	
	Official academic certificates of all the studies that have given you or will give you access to the doctoral programme, including average marks. Specificities: <ul style="list-style-type: none"> - If you have completed studies at foreign centres, you must provide the form "statement of equivalence of the average mark of university academic records completed at foreign centres". - When the academic certificate has been issued in a language other than Spanish or English, the original certificate must be accompanied by a sworn translation into one of these languages. The qualifications that give access to the call for applications must be officially recognised. - It will not be necessary to provide academic certification of studies completed at UCM. 	
	<p>* Document I (Curriculum vitae): Both the curriculum vitae and the documents accrediting the merits claimed (curriculum vitae max. 4 pages) must be uploaded in the fields provided for this purpose. Longer curricula vitae will not be evaluated. It must be accompanied by a list of publications in accordance with the standard format). No merit will be considered unless it is documented.</p> <p>* Document II: Report of the doctoral thesis project to be carried out. (max. 3 pages).</p> <p>* Document III: Evidence, if applicable, of the participation of the thesis director/co-directors in a research project in force on 1 January of this year and commitment of the Principal Investigator of said project to join it.</p> <p>* Document IV: Report of admission to a UCM department.</p> <p>* Document V: Abridged curriculum vitae of the director of the doctoral thesis. (curriculum vitae max. 4 pages)</p> <p>It will be checked ex officio that the candidate is enrolled in a UCM doctoral programme.</p> <p>In the case of a disability of more than 33%, accreditation certificate.</p>	
	<p>General Registry of the UCM. Avenida Séneca 2. (Recommended) or its auxiliary registers</p> <p>Alternatively, you can submit your application through the UCM Electronic Registry if you have an electronic signature certificate.</p>	
3.	Print the document that is automatically generated by the application, 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. That is, at	
	<p>General Registry of the UCM. Avenida Séneca 2. (Recommended) or its auxiliary registers</p> <ul style="list-style-type: none"> • Alternatively, you can submit your application through the UCM Electronic Registry if you have an electronic signature certificate. 	
4.	If you submit your application at a place other than the UCM General Registry, you must send by email the proof of submission of the application to pinves.seleccion@ucm.es .	

IMPORTANT:

- See details on documentation requirements, deadlines, and others 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 telematic application.
- No merit will be considered if it is not documented with proof of evidence

2.3. THE WEBSITE OF THE CALL FOR APPLICATIONS

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 definitive lists of admitted and excluded candidates (and cancelled, if applicable), and of the provisional and definitive lists of beneficiaries.
As an applicant, you are responsible for	<ul style="list-style-type: none"> o Checking your personal details and correcting any errors. o Verify the information published on the website of the call for applications, and check that you are included in the lists of candidates admitted, excluded, if applicable cancelled, and in the lists of successful candidates.

2.4. LANGUAGE OF THE DOCUMENTS

The forms and models for the submission of the candidature are bilingual, in Spanish and English. You may fill in the documentation in either language.

If the original documents proving that you meet the requirements for participation 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 FOREIGNERS

- **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 may 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, and if you are going to reside 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](#). 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 company name and address, tax identification and contribution account code.
- o Employment contract registered with the Public Employment Service, or the notification of the contract 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 the verification of the data in the files of the General Treasury of the Social Security.

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

- **Citizens of other countries.**

If you are a non-EU national, you can apply for the selection process regardless of whether or not you are resident in Spain at the time of application. If you are selected for a post 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 considered as a beneficiary of the grant, and it will be offered to the next person on the prioritised list.

En caso de resultar seleccionado/a :

- La UCM contactará contigo para conocer tu situación en relación con la residencia en España y te requerirá la documentación necesaria: pasaporte en vigor con todas las hojas, certificado de antecedentes penales, NIE en caso de proceder, y cualquier otra documentación que exija la normativa vigente en cada momento.
 - La UCM remitirá la documentación oportuna para solicitar tu permiso de trabajo y residencia, de acuerdo con el procedimiento en vigor.
 - Una vez concedido el permiso de residencia, se formaliza el contrato definitivo. En caso de no concederse el permiso, se interrumpe el proceso y no se formaliza el contrato.
 - El periodo de duración de este proceso es variable, en función de la modalidad de procedimiento (renovación de permiso, solicitud por primera vez, ampliación de permiso de estudios a permiso de trabajo, etc.).
- Para más información, consulta: [Portal de la Inmigración](#)
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2.6. AVERAGE MARK FORM

If you have completed your studies abroad, you must provide the form "declaration of equivalence of the average mark of university transcripts completed in foreign centres", which can be obtained through [this page of the Ministry of Education](#).

2.7. APPLICATIONS FROM PEOPLE WITH DISABILITIES

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

2.8. USEFUL CONTACTS

If you have any doubts about submitting your application: you can use this [online form](#) to make your enquiries.

General queries:

Research Staff Recruitment Section.

Tel. +34 91 394 7333 / 3668 (M-F 9:00 to 14:00)

Email: pinves.seleccion@ucm.es

Doubts about the electronic application: Technical support:

Tel. +34 91 394 4089 (M-F 9:00 to 14:00)

Email: inves.soporte@ucm.es

3. EVALUATION AND RECRUITMENT PROCESS

3.1. ADMISSION AND REJECTION OF APPLICATIONS

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

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

Within the term indicated in the call for applications, the provisional list of applications admitted and excluded, and the reasons for exclusion, if applicable, are published on the website. At that time, a period of three working days is opened for the correction of errors, both for applications that do not appear on any list and for those that 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 excluded or, if there is one, in the list of cancelled applications.

- **Error corrections**

The correction of errors is carried out 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.**

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

3.2. RECRUITMENT CRITERIA

The recruitment criteria are established by the UCM Research Commission. By way of example, in the last call published before the publication of this guide, the criteria and their relative weight are:

General list and people with disabilities	
Criterion	Maximum score
A) Scientific interest and quality of the training project presented by the candidate. In this section, aspects such as: quality of the report presented, novelty and interest of the project, adequacy of the resources available, etc.	0,50
B) Candidate's academic record: only the degree/s that have given access or will give access to the doctoral programme will be assessed in this section	4,50
C) Curriculum vitae of the applicant: a) Awards. Among others, National Award for Excellence in University Academic Performance, National Award, Mention or Second Prize for the End of University Degree, Extraordinary End of Degree Award, awards from the Autonomous Communities, etc	2,50 0,25

b) Merits in complementary training, languages, and others: other official university degrees, stays in other university centres (MECD, ERASMUS/SOCRATES, intramural grants, etc.), accredited knowledge of other languages (conditions at http://www.ucm.es/acreditacion-de-idioma) and other merits..	0,50
b.1) Languages	0,25
b.2) Complementary training and others	0,25
c) Grants, Contracts and Projects: Collaboration scholarships, contracts or scholarships associated with projects, participation in research projects, etc	0,75
c.1) Grants and contracts	0,50
c.2) Projects:	0,25
d) Publications, congresses, and courses: international and/or national indexed publications, contributions and/or participation in international or national congresses, courses, and events of scientific dissemination, etc	1,00
d.1) Publications	0,75
d.2) Conferences and courses	0,25
D) Curriculum vitae of the supervisor of the doctoral thesis	2,00
Research experience of the thesis supervisor:	1,00
Doctoral training capacity	1,00
Financial capacity of the group in which the candidate will be integrated	0,50
TOTAL	10
Royal Complutense College at Harvard Turn	
Criteria	Puntos máx.
A), B), C) the same steps as above	Igual
D) Curriculum vitae of the UCM supervisor of the doctoral thesis	1,25
E) Curriculum vitae of the director Harvard of the doctoral thesis	1,25
TOTAL	10

3.3. MERITS ASSESSMENT

- **Merits Assessment**

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 for applications. All admitted applications are treated equally.

The assessment of each admitted application is the responsibility of the Assessment Committees of the Centres (you can consult their composition on the web pages of each centre). The assessment 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 CV. No merit will be considered unless it is documented.

The m assessment commissions ay also, if they deem it appropriate, conduct interviews (remote or face-to-face), public sessions or other tests that they consider relevant to carry out a better assessment of the applications.

Subsequently, the UCM Research Commission (you can consult its functions and current composition [here](#)) decides on the awarding of grants. In the event of a tie between candidates, the tie is decided firstly based on the best mark in the "Academic record" section and secondly baded on the best mark in the "Curriculum vitae of the candidate" section.

- **Conflict of interest**

UCM is committed to carrying out open, transparent, and merit-based selection processes and is committed to avoiding conflicts of interest in these processes. Therefore, if you consider that any of the members of the Evaluation Committee have a conflict of interest that may affect your application, you can declare it in the application form.

- **Evidence**

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 CV. These documents include, but are not limited to:

- a) Official university degree(s) that give you access to the doctoral programme. If the degree is issued in a language other than Spanish, you will need a certified translation.
- b) Academic transcript. It must include the subjects taken, the hours or credits of each one and the marks obtained. If the original document is in a language other than Spanish, you will need a sworn translation.
- c) Official certificates issued by the centres or organisations where you have taken complementary training.
- d) Language accreditation. See the document: [Common European Framework of Reference for Languages](#). You must present a document accrediting your knowledge of languages at level B1 or higher, or equivalent, no more than 5 years old, except in cases where you have completed the baccalaureate or degree or equivalent in the language of the accredited language.
- e) Certificates of having received grants and of participation in 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.
- f) Copies of publications, certificates of attendance at congresses and similar events, certificates of course attendance and attendance, etc.

3.4. DECISION OF THE AWARD AND PUBLICATION OF RESULTS

The UCM Research Commission makes the decision on the awarding of grants, as well as their distribution by scientific areas, doctoral programs, and centres.

- **Provisional decision**

Once the admitted applications have been assessed, the provisional list of proposed beneficiaries and the evaluation of all admitted applications is published on the website of the call for applications. 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**

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 selection process and the instructions for the registration and incorporation of the beneficiaries.

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

3.5. ALLEGATIONS AND APPEALS

ALEGACIONES

Contra las resoluciones provisionales de beneficiarios y la adjudicación asimismo provisional, cabe una fase de alegaciones en un plazo de diez días hábiles a contar desde el día siguiente a la publicación del listado, a los efectos de modificar la decisión adoptada y justificando las razones de tal revisión.

Modelo: el modelo de la instancia general.

Lugar de Presentación. Registro General de la UCM.

Resolución: Vicerrectora de Investigación y Transferencia.

APPEALS

Administrative appeal

An administrative 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 may be lodged against the above decision (art. 123 of the aforementioned Law), within one month from the 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 decision must be issued), or else appeal directly to the contentious-administrative channels, i.e. to the corresponding Courts, in accordance with the time limits indicated in the Law on Contentious-Administrative Jurisdiction.

Form: the general application form.

Place of presentation: General Registry of the UCM.

Final decision: Rector of the UCM.