



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH



HR EXCELLENCE IN RESEARCH

OTM-R (Open, Transparent and Merit-based Recruitment of Researchers) Policy of the Universitat Politècnica de Catalunya · BarcelonaTech

Version: 12 March 2023

Office of the Vice-Rector for Quality and Language Policy

Introduction

In 2013, the Universitat Politècnica de Catalunya - BarcelonaTech (UPC) adopted the European Charter and Code for Researchers. Four years later, the UPC received the European Commission's HR Excellence in Research Award in recognition of its ongoing commitment to adopting the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These key EU documents set out guidelines for European universities and institutions to improve the recruitment and working conditions of researchers and make research careers in Europe more attractive and accessible. In particular, the European Charter for Researchers outlines the roles, responsibilities and rights of researchers and their employers.

The OTM-R Policy aims to comply with the basic principles of the Code of Conduct for the Recruitment of Researchers, in line with the HR Excellence in Research Award. Therefore, the UPC has established a series of essential steps to be followed in the process of recruiting researchers, from the presentation of vacancies and submission of applications, through assessment and selection, to the appointment of candidates—all of which are presented in chronological order.

The Universitat Politècnica de Catalunya's recruitment process consists of three stages: (1) Advertising and application stage; (2) Assessment and selection stage; and (3) Decision and publication stage.

Advertising and application stage

The UPC is a public university. Accordingly, all vacancies, as well as the regulatory framework that determines the terms and conditions that apply, are advertised through official and public channels.

Types of position advertised

The UPC advertises positions of three types:

- Teaching and research staff positions (PDI), both contractual and statutory, through job offers.
- Research staff positions (PR/PSR), through research contracts funded by research groups or projects.
- Positions for grant-funded staff (PC), through grant calls for the recruitment of doctoral students and PhD holders in specific programmes funded by state, regional, international or UPC programmes.

Publication of vacancies

All vacancies are published on the UPC website. Depending on the type of vacancy, they are also published in other media. Teaching and research staff vacancies (contractual or

statutory) are published on the UPC's competition website for academic staff positions. Research contracts funded by research groups or projects are published on the website of the UPC's Research, Development and Innovation Service (SRDI) and on the EURAXESS portal. The calls for grants for the recruitment of research trainees and research staff are published on the website of the SRDI of the UPC. Those financed with own funds are also published in EURAXESS. Table 1 shows where the various types of vacancies are published.

Table 1. Media in which vacancies are published

	UPC website	Official Gazettes	EURAXESS
Contractual or statutory teaching and research staff (PDI)	X	X	
Research staff (PR/PSR, MSCA included)	X		X
Grant-funded staff (PC)	X		X

The information published also varies according to the type of vacancy:

- *Contractual or statutory teaching and research staff (PDI)*. The UPC Statutes specify the information to be provided in competitions of this type.
- *Research staff (PR/PSR)*. The UPC uses a common template for all vacancies published.
- *Grant-funded staff (PC)*. The relevant call defines the information to be published. The UPC provides additional details if necessary.

The UPC does not set any specific requirements as to candidates' nationality or country of residence. However, in accordance with current legislation, the eligibility of non-EU citizens is subject to Organic Law 4/2000.

[Application procedure](#)

Applications must be submitted electronically. Through the UPC's e-services portal, the University offers alternatives for candidates who do not have an electronic signature or a digital certificate. In the event that the person concerned does not have the necessary means of electronic identification or authentication, the identification or accreditation required may be validly performed by a previously authorised statutory employee, using the electronic signature system available to them. Original academic documents and degrees are only required during the appointment process.

[Acknowledgement of receipt and communication with candidates](#)

Electronic submission automatically provides candidates with notification that their application has been successfully received. Communication with candidates will be by e-mail and via the specific website linked to the relevant vacancy.

All information related to a vacancy (including a description of the vacancy, the calendar, lists of admitted candidates, selection committee members, selection criteria, details of the selection process, and the decision) will be published in the UPC website in order to help candidates to follow the process in a simple, transparent way.

Once an application has been received and it has been verified that it meets the requirements, the UPC will publish a provisional list of candidates admitted to the selection process and a list of those who need to correct errors in order for their applications to be accepted. In the latter case, candidates will be informed of the reasons why their application has been excluded and given a deadline to make the necessary corrections.

Assessment and selection stage

In order to ensure that the person recruited is the one whose qualifications and experience best match the vacancy, the selection process is carried out in accordance with the constitutional principles of merit, ability, transparency, openness, equal opportunities and non-discrimination. In particular, candidates must be assessed without discrimination on grounds of gender, nationality, ethnic or social origin, disability, age, religion, sexual orientation, political opinion or socioeconomic circumstances. In addition, breaks or variations in a candidate's research career (including career breaks, sabbaticals, periods of maternity or paternity leave, etc.) are not penalised, as they are considered an essential part of a researcher's career and therefore as a valuable contribution to their professional development in multidisciplinary contexts.

Selection committees

The rules for competitions and calls differ according to the type of vacancy and the call. As a result, the size and composition of the selection committee varies depending on the vacancy.

- *Contractual or statutory teaching and research staff (PDI)*. The names of selection committee members are made public. In accordance with current legislation, evaluation committees are made up of three to five experts (including both UPC and external members), and an effort is made to ensure an adequate gender balance. In accordance with the UPC Statutes, members are proposed by the Teaching and Research Staff Recruitment and Assessment Committee (CSAPDIU), taking into account their attachment and affiliation units, and appointed by the rector. Committees may include external experts. They can also include an employee representative, through the Works Council or the Teaching and Research Staff Board, depending on the type of vacancy.
- *Research staff (PR/PSR)*. Selection committees are formed in accordance with the UPC's internal regulations (Guidelines for Research Labour Management).

- *Grant-funded staff (PC)*. Selection committees are formed in accordance with their own calls for applications.

Assessment criteria

The general assessment criteria for each vacancy are included in the corresponding call for applications. As a general rule, committees must assess aspects of each candidate's background as they relate to the vacancy to be filled.

For vacancies in which research merits are assessed, the following points will be considered: quality and dissemination of results of research activity; congresses, conferences and seminars; the quality and number of research projects and contracts; quality of transfer of results; academic staff mobility; and other merits related to research activity. For vacancies in which teaching merits are assessed, amount of teaching experience, quality of teaching activity, and quality of teacher training will be considered. For vacancies in which university management is assessed, experience in educational, scientific and technological management and administration, awards received and other merits will be considered.

Assessment process

The assessment process varies according to the type of vacancy. The number of and type of exercises are specified in the corresponding call for applications. Exercises may consist of a documentary assessment of the candidate's academic record and professional background, a presentation and public discussion of their academic record and professional background, a presentation and public discussion project, a presentation and public discussion of a topic related to one or more subjects, a multiple-choice test, a knowledge test, an oral test, the development of a case, and an interview.

Decision and publication stage

Decisions—with a list of selected candidates and the final scores awarded based on the assessment and selection process—are published on the UPC website. As in the case of vacancies, competition decisions are also published in other media as indicated in Table 1.

The UPC provides all its employees with an intranet where they can find comprehensive information about their contracts and the first steps they should take after being recruited.

Complaints procedure

The UPC has an Appeals Commission which is in charge of assessing the claims made against the proposals of the access commissions and also the claims related to the other teaching and research staff positions.

In addition, the UPC Ombuds Office provides all members of the community with confidential, independent and impartial advice, including on complaints procedures.

Contact information

For any queries related to the UPC OTM-R Policy, please contact Esther Alsina by e-mail to esther.alsina@upc.edu