



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY

General Secretariat
Plaza Cronista Isidoro Valverde, s/n
Edificio La Milagrosa
30202 Cartagena
Tel.: 968 32 56 90
Fax: 968 33 89 45
www.upct.es

**ROSA MARÍA BADILLO AMADOR, SECRETARY GENERAL OF THE
POLYTECHNIC UNIVERSITY OF CARTAGENA, BY MEANS OF THE PRESENT
DOCUMENT**

I CERTIFY:

That the Governing Council approved, in its ordinary session of 20 December 2023, the OTMR Policy of the UPCT, whose documentation is attached.

Please be advised, in accordance with art. 19.5 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, that the Minutes of the aforementioned Governing Council are pending approval.

And for the record, for all appropriate purposes, I hereby issue this certificate in Cartagena on the twentieth day of December two thousand and twenty-three.



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



OTM-R POLICY OF THE POLYTECHNIC UNIVERSITY OF CARTAGENA.

(Agreement approved by the Governing Council on 20 December 2023)

Agreement:

Approve the OTM-R Policy of the Polytechnic University of Cartagena.

Annexes:

- OTM-R policy documentation.

In accordance with the provisions of article 38.4 of Organic Law 2/2023, of 22 March, on the University System, this Agreement puts an end to administrative proceedings and, in accordance with article 123.1 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, an appeal for reversal may be lodged with the same body that issued the act, within a period of one month, starting from the day after the day on which this Agreement is published, or, where appropriate, an appeal for judicial review before the Contentious-Administrative Court within a period of two months, starting from the day after the day on which this Agreement is published.

1



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.

P. 12 from
88



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

OTM-R Policy of the Polytechnic University of Cartagena

PREAMBLE

The Open, Transparent and Merit-Based Recruitment (OTM-R) policy of the Polytechnic University of Cartagena (UPCT) is a firm commitment to the standards of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (C&C). In line with the [Human Resources Strategy for Researchers](#) (HRS4R), the main objective of the OTM-R policy is to increase the attractiveness of the research career, ensuring equal opportunities and the recruitment of the best international and EU scientific talent at all stages of the research career defined in the framework of the European Research Area (ERA):

1. Researcher R1: Doctoral Training Stage.
2. Researcher R2: Postdoctoral stage.
3. Researcher R3: Researchers who have developed a high level of independence.
4. Researcher R4: Leading researchers in their area or field of research.

UPCT's accession to the C&C in March 2021 and the award of the HRS4R seal of excellence in August 2022, reflect its firm commitment to the continuous improvement of the working environment and conditions of researchers. The set of guidelines that make up the OTM-R UPCT policy, applicable to all stages of research staff and technical staff hired for R&D&I activities, promotes mobility, knowledge sharing and, ultimately, the constant improvement of quality in teaching and research.

Within the framework of the revision and updating of the regulations for the regulation of staff recruitment, the UPCT assumes that recruitment will be open, transparent and merit-based (OTMR). We expect the maximum involvement and consensus of the entire university community in this process, which is decisive to align ourselves with European guidelines and strengthen our position as leaders in academic and scientific excellence.

INDEX

GENERAL CONSIDERATIONS	2
1. Appointment phase of the members of the selection board.....	2
2. Publicity and application phase.....	3
i. Publication of the vacancy to be offered	3
ii. Application procedure	3
iii. Acknowledgement of receipt and communication with applicants.....	4
3. Evaluation and selection phase.....	4
i. Assessment of merit and future potential	4



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

ii. Transparency in the awarding of contracts.....	5
4. Appointment phase.....	5
i. Feedback.....	5
ii. Complaints procedure	5
POSITIVE ACTION	6
CONTACT INFORMATION	6

GENERAL CONSIDERATIONS

The establishment of an open and transparent recruitment and selection policy for research staff is a key element in the HRS4R strategy. The Polytechnic University of Cartagena is firmly committed to achieving recruitment and selection processes that are fully aligned with the European Union Code of Conduct for the Recruitment of Researchers (<https://euraxess.ec.europa.eu/jobs/charter>). Furthermore, the merits of research staff should be measured not only by their number of publications, but also by a wider range of evaluation criteria, such as impact, supervision, work in multidisciplinary, multi-sectoral or international teams, knowledge transfer, international mobility experience and scientific dissemination activities.

The selection and recruitment process of the Polytechnic University of Cartagena consists of four main phases:

1. Appointment of the members of the selection board.
2. Publicity and application phase.
3. Evaluation and selection phase.
4. Appointment phase.

Each of these stages must be completed in accordance with Spanish law and with the regulations of the Polytechnic University of Cartagena.

1. Appointment phase of the members of the selection panel

The selection panels shall be composed of at least three members with relevant experience, qualifications and competence to assess the candidates, one of whom shall act as chairperson. The committees may be assisted by a member of the administrative body in charge of selection and recruitment, who shall act as secretary and shall have the right to speak but not to vote.

Selection panels shall be independent, their members shall have no conflict of interest and their decisions shall be objective and evidence-based.

Care will be taken to ensure that selection panels maintain a gender balance.



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

2. Publicity phase and application

i. Publication of the vacancy on offer

All selection processes are initiated by the approval of a call for applications, which will be published in official journals if required by the applicable regulations and on the University's website. In addition, all vacancies must be published on the EURAXESS platform, with the advertisement being published at least in Spanish and English.

In order to ensure transparency and good practice at this stage of the procedure, the following information shall be included in the call for proposals:

- Number of posts to be filled.
- Characteristics of the post (tasks to be performed, place of work, weekly dedication, duration, remuneration, type of contract) and starting date.
- Requirements to be met by applicants.
- Application procedure, documentation to be submitted, method of submission and deadline for submission.
- Evaluation criteria and their respective "weighting" in the assessment of merits, including professional knowledge and experience.
- Selection panel, indicating their names.
- Contact details for questions regarding the selection procedure.
- Remedies and time limits available.

In line with the "Recruitment" and "Transparency" principles of the Code of Conduct for the Recruitment of Researchers (<https://euraxess.ec.europa.eu/jobs/charter>), it is recommended to make the call announcement on Euraxess as clear and concise as possible in the description of the requirements, including links to more detailed information.

Applicants must have the following information available on the University's website:

- Administrative body in charge of selection and recruitment.
- Research Staff Career Profiles (R1-R4) with the competences "required" and "desirable".
- Reference to the University's equal opportunities policy.
- Opportunities and prospects for professional development.

ii. application procedure

Applications must be submitted electronically through the University's electronic office. The Universidad Politécnica de Cartagena, through its electronic office, offers alternatives for those who do not have an electronic signature or certification.

The request for supporting documents should be strictly limited to those that are really necessary to make a fair, transparent and merit-based selection of applicants.



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

In cases where original supporting documentation is required, applicants will be allowed to make a declaration in which they undertake to provide the evidence after the end of the selection procedure.

iii. Acknowledgement of receipt and communication with the applicants

Telematic submission will automatically provide a notification to applicants as soon as their application is successfully received.

Communications with applicants will be made through the Official Electronic Bulletin Board of the Polytechnic University of Cartagena.

In order to facilitate the monitoring of the selection and recruitment process, applicants will be able to consult the institutional website for information related to an offer: description, timetable, lists of admitted candidates, members of the selection committee, selection criteria, selection process and resolution.

Once the applications have been received, and it has been verified that they meet the access requirements, the University will publish a provisional list of candidates who meet the requirements of the call for applications and have been admitted to the selection process, as well as the list of candidates who need to rectify any errors in order for their application to be accepted, informing them of the way in which they can rectify their application and the deadline for doing so.

The University will approve and publish a definitive list of candidates who have been admitted and those who have not been admitted, indicating the reason for exclusion. The corresponding administrative and judicial appeals may be lodged against this decision.

3. Evaluation phase and selection

In order to ensure the selection of the person with the most suitable profile for an offer, the whole process will be carried out in accordance with the principles of merit, capacity, transparency, objectivity, equal opportunities and non-discrimination.

Interruptions and variations in the research career, such as career breaks, sabbaticals, maternity or paternity leave, or leave for reasons of work-life balance or care of minors, family members or dependants, will not be penalised.

i. Assessment of merit and potential future

The Polytechnic University of Cartagena is an institution that offers equal opportunities and is committed to diversity and inclusion, and any discrimination on the grounds of race, religion or sex is expressly forbidden,



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

sexual orientation, gender identity, nationality, age, disability or any other situation protected by EU, national or regional legislation.

The calls for proposals shall include the selection criteria to be used in the selection of applications.

The criteria for the selection of research fellows will focus on the performance of previous work and the projection of their research activity.

In line with the Code of Conduct for the Recruitment of Researchers, a wide range of evaluation criteria, appropriate to the post on offer, should be used and weighted. Merit should be judged both qualitatively and quantitatively, focusing on performance within a diversified career path, taking into account career breaks, career advancement and the added value of non-research experience.

ii. Transparency at the award

The score achieved by each of the candidates evaluated will be published on the institutional website, identifying the selected candidate and, where applicable, any possible substitutes. A period of at least three working days shall be allowed for complaints to be made regarding the proposal of the selection committee.

4. appointment phase

i. Feedback

In accordance with the principle of "transparency" of the Code of Conduct for the Recruitment of Researchers, Selection Boards are recommended to send to all applicants a report on the strengths and weaknesses of their application.

ii. complaints procedure

Without prejudice to the legally established appeals to which candidates are entitled, and to the appeals set out in the call for applications, the Polytechnic University of Cartagena offers applicants the complaints and suggestions procedure available on its website. As a general rule, the response period will not exceed one month.

In addition, applicants may request the assistance of the University Ombudsman.



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.



SIGNED BY

Secretary General
Rosa Badillo Amador
20/12/2023



Universidad
Politécnica
de Cartagena

VAT NO: Q8050013E

General Secretariat

File 795218W



Universidad
Politécnica
de Cartagena

MIEMBRO DE



EUROPEAN
UNIVERSITY OF
TECHNOLOGY



HR EXCELLENCE IN RESEARCH

ACTION POSITIVE

The Polytechnic University of Cartagena applies positive action measures such as:

- The tie-breaking criterion, in the event of equal merit of the candidates, shall be the award in favour of the sex less represented in the administrative unit to which the person to be recruited is assigned.
- Extension of the research period subject to evaluation in situations of maternity/paternity, risk during pregnancy or breastfeeding, care of minors or dependent family members.
- Flexibilisation of the timetable established in the position offered, adapting working hours to particular situations in the event of family responsibilities.

CONTACT INFORMATION

Any question related to the OTM-R policy of the Polytechnic University of Cartagena can be addressed to the Vice-Rectorate for Teaching Staff (vicprof@upct.es) and the Vice-Rectorate for Research, Transfer and Dissemination (vicinv@upct.es).



POLYTECHNIC UNIVERSITY OF CARTAGENA

Secure Verification Code: LNAA NMWH VDKZ WUQU 727C

3.2 OTMR Policies - SEFYCU 2903101

Verification of the authenticity of this document and other information is available at <https://upct.sedipualba.es/>.