

Integration guide for new researchers at the UPCT

Within the framework of the Human Resources Strategy in Research of the Polytechnic University of Cartagena (HRS4R-UPCT), this guide has been prepared by the Vice-Rectorate for Research, Innovation and Transfer with the aim of providing key information to new researchers.

The content corresponds to the academic year 2024/2025, so some sections may be updated in subsequent academic years.

This guide offers tools and resources to facilitate integration into the UPCT and to find out about working conditions.

What you need to know to start researching:

- a) **Web HRS4R-UPCT.**
- b) **Telematic services.**
- c) **Occupational medicine and occupational risk prevention.**
- d) **Policies on recruitment, work-life balance, gender equality and training.**
- e) **UPCT Code of Good Practice in Research and Code of Ethics.**
- f) **Procedure for dealing with harassment, violence or discrimination.**
- g) **Termination of employment and resignation.**
- h) **Contact form.**

a) HRS4R-UPCT website

Access the [HRS4R-UPCT](https://hrs-researcher.upct.es/) website¹ where you will find all the information related to research at the UPCT. In particular, we recommend you consult the [welcome guide](https://hrs-researcher.upct.es/actividades/guia-de-bienvenida/inicio)² or the [support services for the research community](https://hrs-researcher.upct.es/actividades/recursos-en-la-upct/inicio)³.

b) Telematic services

Find out how to access the [basic telematic services](https://informatica.upct.es/info/soy-nuevo-en-la-upct)⁴ offered by the university: computer equipment (PC), email @upct.es, university smart card... etc.

¹ <https://hrs-researcher.upct.es/>

² <https://hrs-researcher.upct.es/actividades/guia-de-bienvenida/inicio>

³ <https://hrs-researcher.upct.es/actividades/recursos-en-la-upct/inicio>

⁴ <https://informatica.upct.es/info/soy-nuevo-en-la-upct>

c) Occupational medicine and occupational risk prevention.

Once at the UPCT, you will receive three communications from the [occupational risk prevention service](#)⁽⁵⁾ in order to receive a preventive welcome training, an appointment for a health surveillance medical examination and to fill in the job survey.

d) Policies on recruitment, work-life balance, gender equality and training:

Recruitment: UPCT's [OTM-R Policy](#)⁶ ensures that the recruitment process for researchers is open, transparent and merit-based, in line with the principles of the [European Charter for Researchers](#)⁷ and the [Code of Conduct for the Recruitment of Researchers](#)⁸ (C&C).

The UPCT Human Resources Unit will provide you with a copy of the employment contract, informing you of the essential elements of the contract, as well as the main conditions for the performance of the work, including the trial period⁹.

Work-life balance: UPCT has implemented measures to reconcile personal, family and work life, such as flexible working hours, the choice of timetables for staff with children under 12 years of age in their care, the work-life balance hours allowance or [UPCTCole](#)⁽¹⁰⁾.

Gender equality: The UPCT has the [III Equality Plan](#)¹¹, which guarantees non-discrimination in the access, permanence and progress of researchers at the UPCT, training in gender equality for research staff and advice on how to incorporate the gender perspective in research projects and contracts. You can access more information at the [Equality and Diversity Unit](#)¹².

Training: UPCT offers the research community an extensive catalogue of [training resources](#)¹³.

⁵ <https://sprl.upct.es/>

⁶ <https://hrs-researcher.upct.es/actividades/hrs/politica-otm-r>

⁷ <https://euraxess.ec.europa.eu/hrexcellenceaward/european-charter-researchers>

⁸ <https://euraxess.ec.europa.eu/jobs/charter/code>

⁹ In the case of *INVESTIGO PROGRAMME* contracts and following the recommendations of the State Public Employment Service (SEPE), prior to contracting, it must be checked whether the young researchers had the status of job seekers in the competent Public Employment Services and whether they have had a previous employment relationship of a research nature in the institution in the 6 months prior to contracting.

¹⁰ <https://www.extracole.es/upctcole/24/>

¹¹ <https://lex.upct.es/download/87fc6969-d4e2-4797-8011-755a7c131b63>

¹² <https://igdi.upct.es/>

¹³ <https://hrs-researcher.upct.es/actividades/acciones-formativas/formacion-del-personal-investigador>

e) UPCT Code of Good Research Practice and Code of Ethics

Consult the [Code of Good Practice in Research at the UPCT¹⁴](#) as this is the framework to which the different scientific practices must conform in order to ensure that the exercise of scientific research at the university is rigorous, ethical, honest, respectful of the rules and responsible.

Furthermore, the UPCT has a [Code of Ethics¹⁵](#) for the entire university community that reflects the main aspirations of its members: teaching that provides high quality learning for students, excellent research and the transfer of useful knowledge to society and humanity.

f) Procedure for dealing with harassment, violence or discrimination.

The UPCT has [internal information channels¹⁶](#), as the preferred means of informing the university about situations or infractions related to activities, allowing [anonymous communications^{\(17\)}](#).

g) Termination of employment and resignation.

In the event of termination of the employment contract for objective reasons, such as insufficient funds to maintain the employment contract, the University shall notify the employee fifteen days prior to the termination of the contract, during which time he/she shall be granted six hours of paid leave per week look for new employment.

Likewise, at the [UPCT's website¹⁸](#) you will find a specific procedure that will allow you, if you are under an employment contract associated with R&D&I activities, to submit your resignation.

h) Contact form.

If you have any questions or needs, please send them to us using the [contact form¹⁹](#), or contact us at investigación.transferencia@upct.es.

¹⁴ <https://hrs-researcher.upct.es/actividades/etica-profesional/codigo-de-buenas-practicas-en-investigacion>

¹⁵ https://www.upct.es/contenido/universidad/secgen/codigo_etico/Codigo_Etico_Upct.pdf

¹⁶ <https://www.upct.es/contenido/canal-interno-informacion-denuncia.php#canales>

¹⁷ <https://denuncias.upct.es/#/>

¹⁸ <https://sede.upct.es/tramites/UI0004>

¹⁹ <https://hrs-researcher.upct.es/formulario-de-contacto>