

## REGULATIONS FOR THE PROCESS OF SELECTION AND RECRUITMENT OF RESEARCH PERSONNEL AND TECHNICAL STAFF ASSOCIATED WITH R&D&I ACTIVITIES AT THE POLYTECHNICAL UNIVERSITY OF CARTAGENA


The Governing Council of the Polytechnic University of Cartagena, by virtue of the provisions of Article 36 of the Statutes of the Polytechnic University of Cartagena, approved by Decree 160/2021, of 5 August, approving the Statutes of the Polytechnic University of Cartagena (BORM of 7 August 2021), approved these Regulations in its session of 12 December 2024.

### PREAMBLE

Article 3.2. j) of [Organic Law 2/2023, of 22 March, on the System University](#) establishes that the autonomy of universities includes and requires the selection, training and promotion of teaching and research staff and technical management and administration and services staff, as well as the determination of the conditions in which they are to carry out their activities and the characteristics of these activities.

Article 3.2. f) of the Statutes of [the Polytechnic University of Cartagena \(UPCT\)](#) approved by Decree No. 160/2021 of 5 August, states that the autonomy of the University includes the selection, training and promotion of teaching and research staff and administration and services staff, as well as the determination of the conditions under which they are to carry out their activities. Furthermore, in accordance with Article 36.2, no. 26 of the aforementioned Statutes, the Governing Council is empowered to regulate the remuneration of administrative and service staff. This Regulation revises and unifies the University's specific regulations on the remuneration of research staff and implements the remuneration system for technical staff linked to R+D+i activities, with the aim of simplifying the management and economic justification of their costs.


In March 2021 UPCT adhered to the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (C&C) and, in August 2022, obtained the European seal "Human Resources Strategy for Researchers" (HRS4R), which accredits it as an institution that works to ensure open, transparent and merit-based researcher recruitment processes (OTM-R Policy), following the principles set out by the C&C.

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In order to obtain the HRS4R quality label, the UPCT presented an [Action Plan](#) with the aim of aligning its human resources research policies with the European Union principles that aim to contribute to the development of an attractive European labour market for researchers. The establishment of this Regulation is one of the objectives of the Action Plan.

In line with the above, the Governing Council of the UPCT approved on 20 December 2023 the [OTM-R Policy](#) that this regulation implements by regulating open, transparent and merit-based recruitment. UPCT guarantees equal opportunities, equal treatment and equal access to all candidates, without any discrimination on grounds of sex, race, language, religion or beliefs, political opinions, disability, age or sexual orientation.


Therefore, in view of the current regulatory framework and in the exercise of the University's autonomy, it is considered necessary to approve these Regulations, which set out the selection and contracting process that the UPCT can formalise for the contracting of research personnel and technical personnel associated with R&D&I activities, under the contractual modality of a contract for scientific-technical activities.

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## CHAPTER I. GENERAL PROVISIONS

### Article 1. Object and scope of application.

1. The purpose of these Regulations is to regulate the process of selection and recruitment of research personnel and technical research support staff for R+D+i activities at the Polytechnic University of Cartagena (hereinafter UPCT), within the [European Framework of the Career Research](#) and in order to adapt it to the [Code of Conduct for the Recruitment of Researchers](#).
2. The selection of these personnel shall be carried out on a competitive basis and the necessary publicity and transparency shall be guaranteed in these processes, subject to the principles of equality, merit and capacity.
3. Contracting will be carried out in accordance with the modality foreseen art. 23.bis of [Law 14/2011, of 1 June, on Science, Technology and Innovation](#) (hereinafter Law 14/2011): contract for scientific-technical activities.
4. The legal regime applicable to this type of employment contract shall be that established in the aforementioned Law 14/2011 and its implementing regulations, in Royal Legislative Decree 2/2015, of 23 October, approving the Workers' Statute Law and its implementing regulations, as well as in the applicable collective agreements and, where applicable, in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Basic Statute of the Public Employee Law (hereinafter EBEP).

### Article 2. Definition and classification into professional categories of research staff and technical research support staff.

1. For the purposes of this Regulation, research personnel is defined as those engaged in creative work carried out on a systematic basis to increase the stock of knowledge, including knowledge about man, culture and society, the use of such knowledge to create new applications, its transfer and its dissemination.

In accordance with the [II Collective Agreement for teaching and staff contracted research employed by the public universities of the Region of Murcia](#), research staff may hold the following professional categories:

- a) Doctoral Research Staff.

Academic qualification required: doctoral degree.

Plans, directs and develops research functions with a high degree of specialisation and demands initiative, autonomy and responsibility.

b) Graduate Research Staff.

Academic qualifications required: bachelor's degree, official master's degree or qualifications recognised as equivalent.

It develops research functions with defined objectives and a high degree of specialisation and demands on the factors of initiative, autonomy and responsibility.

2. For the purposes of this Regulation, technical staff associated with R&D&I activities are persons whose main tasks require knowledge and experience of a technical nature. They participate in the R&D&I activity by performing scientific and technical tasks requiring the application of operational concepts and methods, generally under the supervision of research staff. Technical staff associated with R&D&I activities may have the following professional categories:

a) Group I. University Graduate.

Academic qualifications required: Bachelor's degree, bachelor's degree, engineering, architecture, master's degree or equivalent.

Performs technical support functions with defined objectives and a high degree of specialisation and demands on the factors of initiative, autonomy and responsibility.

b) Group II. University Graduate.

Academic qualifications required: degree, diploma, technical engineering, technical architecture or equivalent.

Performs technical support functions, following general instructions, and with a high degree of specialisation and demands on the factors of autonomy and responsibility.

c) Group III. Technician.

Academic qualifications required: Baccalaureate or Vocational Training Technical Degree.

Performs technical support functions, following precise instructions, with supervision and responsibility.

### Article 3. Legal Regime and General Framework.

1. The staff covered by these Regulations shall be governed by the provisions of Organic Law 2/2023, of 22 March, on the University System and its implementing regulations, Law 14/2011, the EBEP as applicable, the Workers' Statute, the provisions issued by the Autonomous Community of the Region of Murcia by virtue of its powers, the Statutes of the UPCT, these Regulations and any other regulations that may be applicable.
2. This Regulation is based on the principles and requirements set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which coincide in essence with those set out in Article 55 of the EBEP and in the Science Act itself.

### Article 4. Remuneration system.

1. The salary tables applicable to research employment contracts, which must be complemented by the compensation for termination of the contract corresponding to each category, will be published on the UPCT website.
2. Remuneration of research staff.
  - a) The remuneration system for research staff is that established in the II Collective Agreement for teaching and research staff employed by the public universities of the Region of Murcia.
  - b) As a general rule, and provided that the contracting modalities foreseen in Law 14/2011 are involved, the remuneration of personnel benefiting from research contracting grants shall be established by the Polytechnic University of Cartagena, unless such remuneration has been expressly determined by the funding body. In the absence of regulation, the remuneration shall coincide with the minimum fixed by the funding body in the call for grants.
  - c) The period of accrual the special payments shall be as follows: the June payment from 1 January to 30 June and the December payment from 1 July to 30 December.
3. The remuneration scheme for technical staff associated with R&D&I activities shall be as follows:
  - a) Remuneration shall be in accordance with the following salary structure and remuneration items:

- i. Basic salary or wage: this is the remuneration assigned to each group for the performance of the ordinary working day. The monthly amount shall be one fourteenth of the remuneration indicated in Annex I.
    - ii. Three-year increments: these are paid for every three years of service at the University. The monthly amount for each three-year period shall be one fourteenth of the remuneration indicated in Annex I.
    - iii. Extraordinary payments: to be paid pro rata over the twelve monthly payments of the year<sup>1</sup>.
  - b) In addition, they may receive the following allowances:
    - i. Wage supplement for special dedication: it will remunerate an increase in the weekly working hours by 2.5 hours/week. The monthly amount shall be one twelfth of the remuneration indicated Annex I.
    - ii. Special responsibility allowance: this will compensate, where appropriate, the high technical qualification and scientific responsibility required of the contracted person. The amount of this allowance will be variable and will be approved, in each case, by Rector's Resolution, at the proposal of the person responsible for the research project.
  - c) In accordance with article 36.2, 26) of the Statutes of the UPCT, the Governing Council, at the proposal of the Delegate Commission of the Governing Council with competence in research, may modify, in general terms, the amounts of the remuneration concepts described in the previous sections of this article and included in Annex I.
  - d) The cost of the employment contract, including social security contributions, will be charged to the budget of the R&D&I activity underpinning the contract.
4. The remuneration provided for in the contract may be subject to variations in accordance with the rules applicable to them.

## CHAPTER II. CALLS

### Article 5. Initiation.

- 1. The proposal to initiate the selection process for the hiring of labour associated with R&D&I activities will be made by the researchers.

<sup>1</sup> Amended Article 4.3.a.iii (Ordinary session of the Governing Council of 12 December 2024)



The main ones by addressing their request to the Research and Technology Transfer Unit (hereinafter referred to as UITT).

2. UITT will check that the applications are correct and that there is adequate and sufficient appropriation for recruitment, and will prepare the text of the call for applications, in English and Spanish, following the instructions provided by the Human Resources Unit regarding requirements and general conditions of participation and recruitment.

#### Article 6. Content.

The calls for proposals shall include at least the following information (Annex II):

1. Title of the post offered.
2. Number of posts available.
3. Characteristics of the post:
  - Type of contract.
  - Professional category.
  - Weekly dedication.
  - Tasks to be carried out.
  - Place of work.
  - Duration and expected date of incorporation.
  - Gross annual remuneration.
  - Indicate whether you are susceptible to teleworking.
4. Requirements to be met by applicants and form of justification.
 

Given that article 23.bis of Law 14/2011 allows the conclusion of a contract for scientific-technical activities with personnel who do not have official qualifications, but whose training, experience and skills are in line with the requirements and tasks to be performed in the position to be filled, the calls for the formalisation of such contracts may reflect this situation by specifying the training and experience necessary to be admitted to the selection process.
5. Application procedure.
6. Documentation to be submitted and deadline for submitting applications.
7. Evaluation criteria and their respective 'weight' in the assessment of merits (Annex III).
8. Composition of Selection Committee.
9. Contact details for questions regarding the selection procedure.

10. Reference to the UPCT [OTM-R Policy](#) approved by the Governing Council on 20 December 2023.
11. Reference to the Equal Opportunities policy included in the UPCT Equality .
12. Remedies available and time limits for bringing them.

#### Article 7. Creation of the Selection Committees.

1. The Selection Committees shall comply with the principles of objectivity, impartiality and professionalism of their members and shall ensure that they maintain a gender-balanced composition.
2. The members of the Selection Committees must abstain, or may be disqualified, when any of the grounds for abstention or disqualification provided for in article 23.2 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, apply.
3. The Selection Committees will be made up of 3 members and will be chaired by the head of the Vice-Rector's Office with responsibility for research, or the person delegated by him/her.
4. The committees shall be assisted by a member of UITT, who shall act as secretary, and shall participate in the meetings in an advisory capacity, but without the right to vote.
5. The person responsible for the R&D&I activity to which the employment contract will be associated will form part of the Selection Committee, provided that he/she is not in a situation of abstention, and will be responsible for proposing another researcher from the same area of knowledge as the position offered, with the relevant experience, qualifications and competences necessary to evaluate the candidates.
6. If the offer requires the hiring of a senior doctoral researcher (R3), an external expert from outside the UPCT will be included<sup>(2)</sup>.
7. The Selection Committees may provide for the incorporation into their tasks of specialist advisers, for all or some of the tests. These advisers will be limited exclusively to collaborating with the Selection Committee in accordance with their respective technical specialities, and will not have the right to vote.

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<sup>2</sup> Art. 7.6 is amended (Resolution of the Governing Council ordinary session of 12 December 2024).

#### Article 8. Publicity.

1. The UPCT Research and Technology Transfer Unit will be administrative unit in charge of publishing the calls for proposals.
2. The calls will be published on the [UPCT Official Electronic Bulletin Board](#) (hereinafter TOE), which will also be the place of publication of all the resolutions of the contracting processes for the purposes of publicity and notification. Simultaneously, the call will be sent for publication on the [Euraxess](#) platform.
3. In line with the "Recruitment" and "Transparency" principles of the [Code of Conduct for the Recruitment of Researchers](#), the job advertisement shall contain as clear and concise a description of the requirements as possible, including links to more detailed information.

#### Article 9. Submission of requests to participate.

1. The deadline for submitting applications at least 10 working days from the day following the day of publication of the call for applications in the [TOE](#).
2. The submission of applications will be made through the UPCT Electronic Headquarters. The University will offer alternatives for those who do not have an electronic signature or certification.
3. In cases where certain documents are legally required, applicants will be allowed to make a responsible declaration of compliance with the requirements in which they undertake to provide the required documentation within the time limit indicated after the end of the selection process and before being recruited.
4. As a general rule, applicants are only required to provide:
  - Valid DNI, NIE or passport.
  - Photocopy of the required degree or certificate of its attainment.
  - Declaration of responsibility for meeting the requirements of the call for applications and for the veracity of the information contained in the application and in the other documents provided (Annex IV).
5. All applicants will receive an automated email confirming that their application has been received.

## CHAPTER III. EVALUATION AND SELECTION

### Article 10. Evaluation of applications.

1. The selection and recruitment process will preferably be carried out by telematic means, using the corporate tool agreed by the Selection Committee and by means of digital signature.
2. Each member of the committee must sign a declaration no conflict of interest with any of the candidates, as well as a commitment to confidentiality regarding the committee's deliberations (Annex V).
3. The decisions of the Selection Committee, which shall always be reasoned, shall be adopted by a simple majority of the votes of the members.
4. The selection committees will first check that the access requirements are met and will publish a provisional list of candidates admitted to the selection process, as well as the list of candidates provisionally excluded because they do not meet the requirements of the call for applications or because they need to rectify an error in order for their application to be accepted. In any case, they will inform of the form and period in which they make corrections or complaints.
5. Once the claims have been resolved, the definitive list of persons admitted and excluded will be approved and published, indicating, in the latter case, the cause of exclusion. The corresponding administrative and judicial appeals may be lodged against this decision, which puts an end to administrative proceedings.
6. After the publication of the definitive list of persons admitted and excluded, the Selection Committees will assess the merits and potential of the candidates taking into account a set of optional evaluation criteria, which will focus on previous training and experience in subjects directly related to the duties of the post to be filled, as well as on the future potential of the candidates.  
This means that merits should be judged both qualitatively and quantitatively, focusing on outstanding results within a diversified career, taking into account career breaks, career advancement and the added value of non-research experience.
7. The assessment procedure may include tests to check the suitability of candidates for the duties of the posts to be filled, including, where appropriate, tests to assess their suitability for the duties of the posts to be filled.

any practical tests that may be required. In this case, the notice of competition shall indicate the type, characteristics and marking of each test.

In order to corroborate the suitability of candidates, the calls for applications may provide for personal interviews, determining their characteristics and scoring. In any case, may take place remotely using the corporate telematic tool designated by the Selection Committee.

#### Article 11. Selection of applications.

1. After the meeting and deliberation of the Selection Committee, the result will be set out in the Minutes (Annex VI), which will be signed by all the members, and will contain the list of all the candidates evaluated with the score achieved.
2. A proposal for a decision will then be drawn up, listing the scores achieved by the candidates evaluated and identifying the successful candidate and, where appropriate, any substitutes.
3. The Selection may declare a vacancy to be vacant if none of the applicants fulfils the minimum requirements or meets the minimum qualifications it considers necessary.
4. UITT shall publish this draft decision in the TOE, and a period of three working days shall be allowed for complaints.
5. Optionally, but recommended, each unsuccessful candidate will be sent feedback on the strengths and opportunities for improvement of his/her application (Annex VII).

#### Article 12. Waiting lists.

1. A waiting list may be constituted with the applicants who are not proposed by the Selection Committee in the order of the points obtained in the selection process.
2. This list may be used for future recruitments with the same object and category within the research line concerned, as well as in cases of resignation of the selected person or non-compliance with the requirements of the call.

### CHAPTER IV. TERMINATION AND FORMALISATION OF THE PROCUREMENT

#### Article 13. Resolution.

1. After the deadline for complaints has expired, the Rectorate, having received the proposed

The Selection Committee will issue a resolution awarding the employment contract. This resolution will be published in the TOE.

2. The decision shall terminate the administrative procedure and shall indicate the remedies available and the time limits for lodging appeals.

#### Article 14. Formalisation of the contract.

1. The selected candidates will present to the Human Resources Unit of the UPCT, within 10 working days, the formal accreditation of the merits provided and other documentation necessary for the formalisation of the contract:
  - a) Photocopy of the valid Identity Document, NIE or passport, accompanied by the original for verification.
  - b) Photocopy of the Social Security affiliation document.
  - c) Bank details.
  - d) Photocopies of the required academic qualifications, accompanied by the originals for verification.
  - e) Sworn declaration or promise not to have been dismissed, by means of disciplinary proceedings, from any Public Administration, nor to be disqualified from performing the corresponding functions.
2. Where applicable, employment contracts shall stipulate the maximum probationary period legally established for each professional category.
3. During the recruitment process, new recruits will be informed about the UPCT Human Resources Strategy for Researchers (HRS4R-UPCT) and will receive the relevant information for the research community which is available on the [HRS4R-UPCT website](#).

#### Article 15. Non-compliance with the requirements and waiver.

In the event that the person selected resigns from the contract, does not formalise the contract, does not present the declaration of incompatibility, does not present the application for authorisation of compatibility or is refused such authorisation, or does not present the required legal documentation within the period granted for this purpose, which in no case may be less than ten working days, the contract will be awarded to the next person according to the order of priority by score that appears in the resolution awarding the employment contract.

## Article 16. Mentoring.

1. New recruits may be assigned a mentor to accompany and tutor the mentee at the start of their employment.
2. The tutor or mentor may be the researcher responsible for the R&D&I activity in which the mentee is involved or a person designated by the mentee with experience and knowledge in the line of research in question.

## ADDITIONAL PROVISION

All articles of these Regulations that use the generic masculine form shall be understood to apply to any person irrespective of gender.

## TRANSITIONAL PROVISION

Article 4.3.a) iii of the Regulation on the receipt of special payments for technical staff associated with R&D&I activities will enter into force on 1 January 2025. From that date, it will be applicable to all research support staff regardless of the date of employment contract.

## DEROGATORY PROVISION

They are hereby repealed:

1. The Agreement of the Governing Council of the UPCT, of 15 December 2014, on the remuneration of staff associated with R+D+i activities.
2. Rectoral Resolution No. 123/2024, of 6 February 2024, which establishes the remuneration of persons benefiting from public aid for the contracting of human resources in R&D&I.

## FINAL DISPOSITION

These Regulations shall enter into force on the day following their publication on the Official Electronic Bulletin Board of the Polytechnic University of Cartagena.

## ANNEXES

### ANNEX I. remuneration table for technical personnel associated with r&d&i activities.

CONCEPTS	GROUP I	GROUP II	GROUP III
Basic salary	2.115,€	1.781,€	1.574,€
Triennia	47,€	47,€	47,€
Wage supplement for availability	493,€	415,€	367,€



## ANNEX II. MINIMUM CONTENT OF THE CALL FOR PROPOSALS

1. Title of the post offered.
2. Number of posts.
3. Type of contract.
4. Professional Category:
  - Research staff<sup>3</sup>:
    - Graduate Researcher (R1)<sup>4</sup>.
    - Research Doctor R2 and R3)<sup>5</sup>.
  - Technical personnel associated with R&D&I activities:
    - Group I. University graduate<sup>6</sup>
    - Group II. University graduate<sup>7</sup>
    - Group III. Technical<sup>8</sup>
5. Qualifications required.
6. Other requirements:
  - Competences or qualifications.
  - Languages.
7. Tasks to be developed.
8. Weekly dedication.
9. Gross annual remuneration (€).
10. Place of work.
11. A position that can be teleworked.
12. Planned duration.
13. Planned date of incorporation.

<sup>3</sup> Based on the European Research Career Framework.

<sup>4</sup> R1. Persons carrying out research under supervision in industry, research institutes or universities. Includes researchers in training (PhD).


<sup>5</sup> R2. Doctors or equivalent who are not yet fully independent. R3. Researchers who have developed a high level of independence.

<sup>6</sup> Group I: Academic qualification required: Bachelor's degree, bachelor's degree, engineering, architecture, master's degree or equivalent qualification.

<sup>7</sup> Group II: Academic qualification required: degree, diploma, technical engineering, technical architecture or equivalent.

<sup>8</sup> Group III: Academic qualification required: Baccalaureate or Technical Vocational Training qualification.

14. Line of research/project.
15. Responsible researcher: name and surname.
16. Thematic area.
17. Application procedure.
18. Documentation to be submitted and deadline for submitting applications.
19. Merits to be assessed and evaluation criteria.
20. Composition of the Selection Committee.
21. Contact for the resolution of doubts about the selection process.
22. Reference to the approval on 20 December 2023 by the Governing Council of the UPCT, of the [OTM-R Policy](#) that guarantees the open, transparent and merit-based recruitment of research staff, in line with the principles established in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).
23. Reference to the UPCT's equal opportunities policy which encourages all individuals to apply and guarantees non-discrimination in access, tenure and advancement of members of the research community.
24. Remedies available and time limits for bringing them.

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## ANNEX III. EVALUATION CRITERIA.

In the general framework of the principles of the San Francisco Declaration on Research Assessment (DORA) and the European Agreement Research Assessment Reform, the assessment of candidates is intended to be more closely tailored to the scientific area of the research programme with the aim of selecting the person whose training and previous experience is best suited to the tasks to be performed. As indicated:

- The evaluation criteria will be explicit, clearly highlighting that the scientific content of an article is more important than publication metrics or the identity of the journal in which it is published.
- The value of all research results will be recognised. Beyond publications, results such as researcher training, training provided, contribution to consortia, dissemination, preprints, patents, software, databases, standardisation work, influence on public policy or practical applications will be valued.

In cases of co-authorship or multiple authorship, candidates must specify their specific contribution.

Candidates are therefore required to write a narrative, i.e. a brief, qualitative account of their professional career and, where appropriate, of the research they have carried out.

Examples of evaluation criteria<sup>9</sup>:

- Adequacy of the academic qualifications for the position offered: if several qualifications are required, their relevance to the tasks to be performed can be assessed.
- Complementary training relevant to the position offered.
  - Other official qualifications (university, vocational training) not necessary to obtain the required qualification.
  - Geographical and/or sectoral mobility:

The relevance of the stays in national and international research centres or in the industrial sector will be assessed, taking into account the prestige of the entity receiving the stay; the contributions of the candidate to the lines of work of the centres and groups with which they have worked; the

<sup>9</sup> The evaluation criteria shall be adapted to the needs of the job profile offered.

participation in collaborative actions related to international programmes and projects, as well as direct involvement in them.

- Specialised training courses.
  - Proven knowledge of other languages: especially English.
  - Research training grants awarded.
- Professional experience relevant to the position offered.
- Research results:

Scientific contributions, their relevance and contribution to the generation of knowledge, the generation of ideas and hypotheses and the results achieved will be valued. The relevance of participation in or management of research projects, contributions in articles published in scientific journals, books or chapters of scientific and technical books, including open access publications, patents granted or licensed, papers presented at conferences, obtaining awards, as well as scientific or technological mentions and distinctions will be valued; contributions to society such as technological development and innovation activities, the development of software tools, the provision of open access data, dissemination activities, collaboration with industry, public and private entities, as well as with other end users of the research and any other contribution that allows the relevance of the different aspects of the research activity carried out to be assessed.

- Degree of independence and leadership (R3 research staff):

Reflected in their scientific contributions; participation in research projects as principal investigator or leading their objectives and tasks; the ability to lead lines of research; attracting resources, including funding through participation in actions related to national and/or international programmes and projects or those financed by companies and other private entities; actions as mentor to researchers in their first stage of training, highlighting the formal direction of Final Degree Projects (TFG) and Master's Degree Projects (TFM); the direction of doctoral theses and any other relevant scientific and professional experience.

## ANNEX IV. RESPONSIBLE DECLARATION OF COMPLIANCE WITH REQUIREMENTS.

### AFFIDAVIT

D./Ms. [Name and surname], with DNI [DNI number], e-mail address [...], and telephone [...], as a person interested in participating in the selection process for the recruitment of research/technical personnel associated with R+D+i activities, by virtue of the Call [details of the call], published by [name of the entity] for the recruitment of post/s of [name of the post offered], **DECLARES UNDER HIS/ HER RESPONSIBILITY** that:

1. You meet all the requirements set out in the call for applications in order to take part in the selection process and that the information contained in the application and in the other documents provided is true.
2. Provide a copy of the academic qualifications required for the post for which you are applying.
3. You do not fall within any of the grounds for exclusion set out in the call for applications.
4. You undertake to provide the required documentation within the time limit indicated after the selection has been completed and before being recruited, if applicable.
5. Knows and accepts the terms and conditions of the call for applications and undertakes to comply with all the obligations established therein.

At [place and date indicated in the electronic signature].

Surname, first name and signature of the candidate].


## ANNEX V. DECLARATION OF ABSENCE OF CONFLICT OF INTEREST AND CONFIDENTIALITY REGARDING THE DELIBERATIONS OF THE SELECTION BOARD.

### STATEMENT BY THE MEMBERS OF THE SELECTION BOARD


Mr/Ms [Name and surname], with DNI [DNI number], as a member of the Selection Committee for the employment contract for R&D&I activities announced by Resolution RV- /2024, of the Vice-rectorate with responsibility for research:

#### DECLARES


1. That the selection process respects the principles of equality, merit and ability of the candidates.
2. That he/she is aware of the applicable **conflict of interest** regulations:
  - a) Article 61.3 "Conflict of interest" of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July (EU Financial Regulation) states that "*a conflict of interest exists where the impartial and objective exercise of functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any direct or indirect personal interest*".
  - b) That Article 64 "Fight against corruption and prevention of conflicts of interest" of Law 9/2017, of 8 November, on Public Sector Contracts, aims to avoid any distortion of competition and to guarantee transparency in the procedure and ensure equal treatment for all candidates and bidders.
  - c) That Article 23 "Abstention" of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, establishes that "*the authorities and personnel in the service of the Administrations in whom any of the circumstances indicated in the following section apply*" must abstain from intervening in the procedure, these being:
    - "*Having a personal interest in the case in question or in another case whose outcome may be influenced by the outcome of that case; being a director of the company or entity concerned, or having a litigation matter pending with any interested party.*"

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- *To have a marital relationship or similar de facto situation and a blood relationship within the fourth degree or affinity within the second degree with any of the interested parties, with the administrators of the entities or companies concerned and also with the advisors, legal representatives or agents involved in the procedure, as well as sharing a professional office or being associated with them for the purpose of advice, representation or mandate.*
  - *Having a close friendship or manifest enmity with any of the persons mentioned in the previous section.*
  - *Have acted as an expert or witness in the proceedings question.*
  - *Have a service relationship with a natural or legal person directly interested in the case, or have provided professional services of any kind and in any circumstance or place in the last two years".*
3. That he/she is not involved in any situation that could be classified as a conflict of interest as indicated in article 61.3 of the EU Financial Regulation; That he/she is not affected by any of the grounds for abstention in article 23.2 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector and that he/she is not affected by any of the circumstances provided for in article 32.4 of Royal Decree 678/2023, of 18 July, which regulates state accreditation for access to university teaching bodies and the system of competitive examinations for access to positions in these bodies.
  4. That he/she undertakes to inform the Selection Committee, without delay, of any situation of conflict of interest or cause for abstention that gives or could give rise to such a scenario.
  5. That he/she is aware that a declaration of absence of conflict of interest that is proven to be false will entail the disciplinary/administrative/judicial consequences established by the applicable regulations.
  6. That he/she undertakes to keep confidential all the deliberations of the committee that take place during the selective process.

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For the record, I hereby sign this document at [place and date indicated on the electronic signature].

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## ANNEX VI. MODEL SELECTION BOARD MINUTES.

In the city of Cartagena, at \_\_\_\_ hours on the day \_\_\_\_ of \_\_\_\_ of 202\_, the Selection Committee indicated below meets to assess the merits put forward by the candidates presented in the call RV- XXX, of the Vice-rectorate with competences in research of the Polytechnic University of Cartagena, by which a competition is announced for the employment contract for R+D+i activities.

**Presidency:**

**Member 1:**

**Member 2:**

**Secretariat:**

Previously, all the members of the committee have signed the corresponding declaration of absence of conflict of interest and of confidentiality regarding the deliberations of the Selection Committee, which are attached to these minutes, and they reiterate that they are aware of the applicable regulations on conflict of interest.

And, in application of the provisions of the base \_\_\_\_\_ of the call for applications, the members of the Selection Committee **AGREE:**

**FIRST.- To award the following points** to the candidates admitted:


**SECOND.-** In view of the scores obtained by the candidates, to **propose for recruitment** the person who has obtained the highest score: **XX**.

**THIRD.-** To establish a **job bank** with the applicants who exceed xx points, in order of score, to cover possible hiring needs for the same R+D+i activity or in the event of resignation of the proposed candidate.

(If applicable, **ONLY** - *Following an analysis of the merits put forward by the candidates in accordance with the evaluation criteria indicated in the vacancy notice, the **vacancy** is declared **vacant**, since none of the applicants*

*applicants meet the minimum requirements or qualities considered necessary).*

And for the record the minutes are signed by all those assembled in Cartagena, on the date indicated in the electronic signature, and the meeting is closed.

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## ANNEX VII. REPORT ON STRENGTHS AND OPPORTUNITIES FOR IMPROVEMENT.

### COMMUNICATION ON STRENGTHS AND OPPORTUNITIES FOR IMPROVEMENT

**Result of the selection process Ref:** \_\_\_\_\_

Dear \_\_\_\_\_:

We are writing to you in relation to the selection process N° \_\_\_\_ called \_\_\_\_ (include the details of the call) of the Polytechnic University of Cartagena, for the selection of a post of \_\_\_\_ (give the name of the post offered).

We regret to inform you that, following the evaluation of the Selection Committee, another person has been selected for the post.

However, by of this communication, we thank you for your participation in the process and we would like to inform you of the strengths and areas for improvement that the Selection Committee has found in your application. We hope that this information will help you in your professional career.

#### STRENGTHS:

- *Strength 1*
- *Strength 2...*

#### OPPORTUNITIES FOR IMPROVEMENT

- *Opportunity 1*
- *Opportunity 2...*

Please do not hesitate to contact us if you have any questions or require further information.

Thank you very much and best regards.