

**REGULATIONS FOR THE SELECTION PROCESS AND HIRING OF RESEARCH
STAFF, TECHNICAL STAFF AND MANAGEMENT STAFF RELATED TO
RESEARCH AT THE POLYTECHNIC UNIVERSITY OF MADRID**

Approved by the Governing Council on 26 March 2021



HR EXCELLENCE IN RESEARCH

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BACKGROUND AND LEGAL BASIS

The Polytechnic University of Madrid (UPM), created by Decree 494/1971, of 11 March, as established in Article 2 of Organic Law 6/2001, of 21 December, on Universities (LOU), is endowed with legal personality and carries out its functions on an autonomous basis.

In the exercise of its autonomy, the activity of the Polytechnic University of Madrid is based on the principle of academic freedom, which is manifested in the freedoms of teaching, research and study. Freedom of research appeals to the right to the free use of methodological principles, the choice of relevant objectives and the dissemination of the results obtained in research activity (Art. 1 of the Statutes of the UPM, approved by Decree of the Community of Madrid 74/2010, of 21 October and modified by Decree 26/2018, of 3 April).

Scientific research is an essential function of the University, as it is a main foundation of teaching and a primary tool for social development through the transfer of results to society, which is included in the article

1.1 of the LOU.

The development of research activity is the responsibility of teaching and research staff, both those who have a permanent relationship (University Professors, University Professors and Contracted Professors with Doctorates) and those who enjoy a fixed-term contract (Assistants, Doctoral Assistants, Associates, Emeritus and Visitors) and postdoctoral research staff (Ramón y Cajal, Juan de la Cierva, Beatriz Galindo, Talent Attraction Modality 1 and 2 of the Community of Madrid, Marie Curie Fellowships Programme and ERC Grants of the European Union, and other research figures of excellence included in Annex 4 of the Resolution of 4 November 2020, of the General Secretariat of Universities, of Program B).

In addition, these groups are reinforced by the hiring of researchers with temporary contracts. In this sense, Article 48. 1 of the LOU, amended by Organic Law 4/2007 of 12 April, which regulates the regime of teaching staff

and contracted researcher, empowers universities to hire research, technical or other personnel, through the employment contract for a specific work or service, established in the Workers' Statute, for the development of scientific or technical research projects.

Law 14/2011, of 1 June, on Science, Technology and Innovation, regulates the hiring of researchers who are beneficiaries of official public or private calls who have passed a highly competitive selection process and who are allowed to be hired under three modalities: the Predoctoral Contract, the Access Contract to the Spanish Science System, Technology and Innovation, and the Distinguished Researcher Contract. A limitation is established for public universities, since they may only contract through the aforementioned contractual figures when they are recipients of funds, whose purpose includes the hiring of research staff, or for the development of their own R+D+i programs.

On 17 July 2019, the UPM has joined the group of universities and research centres that have obtained the European *Human Resources Strategy for Researchers* (HRS4R) seal. This distinction accredits those institutions that work to guarantee open, transparent recruitment processes for researchers, based on merit and ability, following the principles set out in the European Charter for Researchers and the Code of Conduct. To obtain this, the UPM has presented an Action Plan with the aim of aligning its human resources policy with the principles of the European Union that aim to contribute to the development of an attractive European labour market for researchers.

The approval and entry into force of this Regulation is therefore one of the objectives of the roadmap set out in the Action Plan. As a result, the UPM is committed to ensuring that the recruitment of the staff referred to in the Regulation is carried out through an OTM-R (*Open, Transparent and Merit based recruitment*) recruitment process.

The UPM guarantees equal opportunities, treatment and access to all candidates, without any discrimination on grounds of sex, race, language, religion or beliefs,

political opinions, disability, age or sexual orientation. To this end, a non-discrimination clause will be included in job offers.

The general principles in the selection and hiring of research staff will be those established in the Code of Conduct for the Recruitment of Researchers¹. Similarly, these principles will be applicable in the selection and hiring of technical staff and management personnel subject to this Regulation if it is paid for by European projects or other funding agencies/entities that require the application of said Code of Conduct for their recruitment. In any case, it is recommended to follow these general principles in the selection and hiring of technical or management staff subject to this Regulation, even when it is not required by the funding agency/entity.

In order to comply with this framework of action, the Polytechnic University of Madrid has developed these Regulations.

Chapter I. General Provisions

Article. I. Purpose and scope of application

The purpose of these Regulations is to regulate the process of selection and hiring of research staff. It also aims to regulate the process of selection and hiring of technical staff and management staff under European projects or other funding agencies/entities that require to follow the Code of Conduct for Procurement. In both cases, the contracting is subject to the contracting restrictions of the General State Budget, those of the Community of Madrid, and the budgets of the UPM and is carried out in accordance with the following modalities:

1. Hiring modalities contemplated in the Workers' Statute:

- 1.a) Contract for a specific work or service, established in Art. 15.1.a), in relation to the Fifteenth Additional Provision of the Royal Decree**

¹ Code of Conduct for the Recruitment of Researchers page 24 et seq. (https://cdnS.euraxess.org/sites/default/files/brochures/eur_21620_es-en.pdf)

Legislative Law 2/2015, of 23 October, approving the revised text of the Workers' Statute Law (TRET), developed in Royal Decree 2720/1998, of 18 December.

- 1.b) Internship contract for research staff in training established in Art. 11.1 of the TRET.
2. Contracting modalities contemplated under the Science Law:
 - 2.a) Predoctoral Contract, Art. 21
 - 2.b) Contract for access to the Spanish System of Science, Technology and Innovation, Art. 22
 - 2.c) Distinguished Researcher Contract, Art. 23

Article 2. Definition and classification of research staff, technical staff and management staff into professional categories

For the purposes of this Regulation, **research staff are considered to be** professionals who work on the conception or creation of new knowledge. They are responsible for researching and improving or developing concepts, theories, models, equipment and instruments, software or operating methods.

Technical staff are considered to be persons whose main tasks require knowledge and experience of a technical nature in one or more fields of engineering, architecture, physical and life sciences or social sciences and humanities and arts. They participate in R+D by performing scientific and technical tasks that require the application of operational concepts and methods, usually under the supervision of researchers.

Management staff are considered to be workers, administrative, secretarial and office staff, who participate in the execution of R+D projects or who are directly related to the execution of such projects. These staff carry out tasks such as planning, financial support and information, scientific outreach and communication, legal and knowledge management services.

Classification of professional categories:

- l. In accordance with the contracting modalities established in the TRET, the professional categories contemplated in this Regulation are:

The Non-PhD Postgraduate Researcher (R1²), requires a minimum university degree

1b Junior PhD Researcher (R2), with less than 5 years of research experience and PhD qualification

1e Senior Researcher (R3), from 5 years of research experience and PhD qualification

1d Technician/Manager I+D category C, with a minimum qualification of Higher Baccalaureate or FPII

1e Technician/R+D Manager category B, with a minimum required qualification of a university diploma or equivalent qualification

1f Technician/R+D Manager category A, with a minimum qualification required of university degree or higher qualification

The applicable salary tables, available on the Researcher's Portal, which must be complemented with the part corresponding to the compensation for termination of the contract for each category, will be those approved by the Governing Council of the UPM, excluding contracts regulated by public calls in competitive competition, in which the provisions of the corresponding call will be applicable. In the event of not reaching the minimum established in the salary tables approved by the Governing Council, the Principal Investigator will have to co-finance the remuneration so that it is within what is approved by the Governing Council. Thereof

² Classification of research staff according to "Research Profile Descriptors" of EURAXESS, which can be seen at the following link:

<https://euraxess.ec.europa.eu/Europe/Career-Development/Training-Research-ERS/Research-profile-descriptors>

Thus, the amounts of the salary tables could be increased if this is established in the calls for the Own Programme.

2. In accordance with the modalities set out in the Science Law, the professional categories contemplated in these Regulations are:

2nd Predoctoral Contract, Art. 21

2b Contract for access to the Spanish System of Science, Technology and Innovation, Art. 22

2c Distinguished Researcher Contract, Art. 23

Article 3. Legal Regime and General Framework

The research staff subject to these Regulations will be governed by the provisions of Organic Law 6/2001, of 21 December, on Universities and its implementing regulations, Law 14/2011, of 1 June, on Science, Technology and Innovation, Royal Legislative Decree 5/2015, of 30 October, which approves the revised text of the Law on the Basic Statute of Public Employees as applicable, Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Law, the provisions issued by the Community of Madrid by virtue of its powers, the Statutes of the UPM approved by Decree of the Community of Madrid 74/2010, of 21 October, these Regulations and any other regulations that may be applicable.

The recruitment carried out by the Science Law under a public call will be governed by the principles established in the regulatory bases and in the text of the call itself, which includes the official calls of the university itself. Likewise, for contracts made within the framework of public calls in competitive competition, the provisions of the corresponding call for tenders will apply. If the call does not impose specific conditions, these Regulations shall apply.

Finally, this Regulation bases its criteria on the provisions and requirements established in the European Charter for Researchers and the Code of Conduct, which coincide in essence with those established in Article 55 of Royal Legislative Decree 5/2015 of the Consolidated Text of the Law on the Basic Statute of Public Employees and in the Science Law itself.

Article 4. Phases of the selection and hiring process

The selection and hiring process comprises the following phases:

4.1 Publicity and application reception phase

4.2 Evaluation and selection phase

4.3 Hiring and onboarding phase

4.1 Publicity Phase and Reception of Applications

In line with the Recruitment and Transparency principles of the Code of Conduct, it is recommended that the offer and description of requirements be as concise as possible, including links to access more detailed information.

In any case, the offer must contain the following information, included in the offer form (See Annex 1):

1. Profile of the position offered, name of the position and number of places offered
2. Professional category
3. Unit that publishes the offer: University, centre (School/Faculty/Institute/R+D+i Centre), department and research group if applicable
4. For contracts that require it, the research project or projects that will finance it will be indicated

5. Tasks to be carried out by the candidate and the field of science or technology in which they are developed
6. Language in which the job will be run
7. Expected Join Date
8. Previous experience
9. Evaluation criteria for qualifications and experience
10. Candidate selection criteria
11. Working conditions offered: range of gross annual salary, working hours, expected duration in months and special conditions of the position including a link to labour rights
12. Career Development Opportunities
13. Physical place of the workplace if it is different from the unit or center that offers it.
14. Indications on the procedure for sending the application, which may be done electronically
15. Final date for admission of applications, which must be, in general, at least 10 working days from the publication of the offer or indicate whether the offer will be open until the desired candidate is found
16. Express reference to the OTMR3 policy.
17. Express reference to the UPM4 equal opportunities policies

³ Reference to the OTMR policy: *"The recruitment of research staff at the UPM is based on the OTMR principles established in the European Charter for Researchers: Open, transparent and merit-based recruitment"*

⁴Reference to the UPM's equal opportunities policy: *"The UPM ensures compliance with the principle of equal opportunities; for this reason, it explicitly encourages women to apply and at the same time"*

18. Express reference to the protection of personal data⁵
19. Contact details of the researcher responsible for the offer (or to whom he delegates) to send and clarify doubts about the offer (email address and telephone)

The offer must be written at least in Spanish and English and must be published on the UPM research-related personnel recruitment website , and if required by the call, also on other portals such as:

- R+D+I Employment Portal of the Community of Madrid.
- European Commission Euraxess Portal.

In any case, it is recommended to give maximum dissemination to the offers, and that they are published on the aforementioned portals.

The UPM unit in charge of managing the personnel hired for research projects will be in charge of this publication.

Without prejudice to the means described above, the UPM may use any other means of advertising that it deems appropriate to increase the dissemination of the offer.

guarantees non-discrimination in access, permanence and progress in the university environment of those members of the University Community who are in a situation of disability and/or special educational need"

⁵Reference to the personal data protection policy: "All applications received in relation to job offers will be processed by the UPM in order to select the most suitable candidate and in compliance with the public interest (article 6.1 e of EU regulation 2016/679) which contemplates the legally established transfer of data to public control bodies, audits and other public entities; and the right of the applicant to request access, rectify and cancel data from their application when they consider by contacting the contact address of the offer.

The interested party, by submitting an application, gives his/her consent to the processing of his/her personal data in order to participate in the selection process and to send/receive communications related to it.

For additional information, you can contact the UPM Data Protection Officer , Protection.datos@upm.is, as well as to file any claim in relation to the matter and before the Spanish Data Protection Agency http://www.aepd.es/portalwebAGPD/index-ides_idphp.PHP in the event that the complaint is not satisfactorily addressed by the university."

All applicants must receive an email, sent automatically or manually, confirming that the communication has been received. This email will be sent by the research structure or the researcher responsible for the recruitment as long as the UPM research-related personnel recruitment portal is not available.

Information should also be provided to the candidate on the next steps in the selection process, if possible with an indicative timetable.

4.2 Evaluation and selection phase

a) Appointment of Evaluation Committees

An Evaluation Committee will be appointed to select the proposed candidate. The process of appointing Evaluation Committees must be transparent, objective and independent. The person responsible for the offer (the researcher responsible for the project, PI) will be in charge of forming this Committee with people with the capacity to evaluate the suitability of the candidates for the position offered, acting as President, as well as assigning substitutes when necessary.

If the PI is incompatible (because it has a conflict of interest for some reason) and another person acts as President, or if the researcher on whom the contractor will depend is not the PI of the funding project, the approval of the PI should be attached to the contracting proposal so that it is valid in the OTT. thus bearing the authorized signature of the OTT account that finances the contract, together with that of the President of the selection committee.

The Committee shall conform to the principles of impartiality and professionalism of its members, and its composition shall aim at parity between women and men. Likewise, membership will always be in an individual capacity, and may not be held on behalf of or on behalf of anyone.

The Evaluation Committee must respect the following criteria:

1. It must be composed of a minimum of three people: President and two members, and one alternate. One of the members will also act as Secretary.
2. Respect the principle of gender equality, with at least one third of each gender being represented preferentially.
3. If the offer requires the hiring of a senior PhD researcher (R3, according to Article 2, Category 1c), it is recommended to include an external expert from outside the UPM.

Any exceptions to points 1 and 2 must be clearly justified and reasoned in the Committee Minutes.

Each member of the Evaluation Committee must sign a responsible declaration (see Annex 2) confirming that they are not involved in any cause of incompatibility, specifically in a situation of conflict of interest with any of the candidates, as well as their commitment to confidentiality regarding the deliberations of the Committee.

The decisions of the Evaluation Committee will be adopted by a simple majority of the votes of the members, with the President having the casting vote when the commissions have an even number of members.

The Evaluation Committee may order the incorporation of specialist advisors into its tasks, for all or some of the tests. These advisors will be limited exclusively to collaborating with the evaluation committee in accordance with the respective technical specialties, and will not have a vote.

Participation in these Committees will not be remunerated. If, exceptionally, any cost of accommodation and locomotion is incurred, it will be assumed by uncommitted resources eligible for this purpose of the person responsible for the offer or of their research unit if authorised by their manager.

The selection process may be carried out by telematic means.

- b) Reviewing, communicating and correcting incomplete or incorrect applications

All applications received must be considered, although in a first phase those that do not meet the necessary criteria required in the offer and that cannot be rectified may be discarded (See Annex 3).

In the event that the reasons are remediable, the rejected candidates will be notified of the reason within three days of the constitution of the Committee, having a maximum period of five working days to correct, if necessary, the defect.

This phase is carried out by the Chairman of the Committee or by the person delegated by him.

c) Evaluation of the candidate's merits and potential

The members of the Evaluation Committee will have the necessary information and documentation to have a broad knowledge of the characteristics and functions of the jobs advertised.

The evaluation procedure could include tests to verify the suitability of the candidates for the performance of the tasks of the jobs advertised, including, where appropriate, the practical tests that are necessary.

Candidates may be invited to hold a face-to-face interview with the Evaluation Committee, and remote interviews may be held, where appropriate, although remote interviews should not completely replace face-to-face personal interviews where possible. In the case of face-to-face personal interviews, the travel (international) and accommodation expenses of the interviewees will be borne by uncommitted and eligible resources for this purpose of the person responsible for the offer or of his or her research unit if authorized by the person in charge. In the absence of these funds, no expenses may be incurred in the contracting process.

The merits and potential of the candidate must be assessed, taking into account a large number of optional evaluation criteria and reflected in an evaluation model appropriate to the position to be filled (See example Annex 4).

Priority will be given to training that deals with matters directly related to the functions of the job advertised, depending on the

duration, programme and existence of qualifying tests that accredit the acquisition of skills.

Professional experience in jobs within the same sector or category of the position to be filled will be assessed according to the degree of similarity between the technical content of the positions previously occupied by the candidates and those of the jobs offered.

Professional experience acquired in places of the Public Administration will be accredited by means of a certificate from the competent body in personnel matters, and that acquired in the private sector by means of a document from the company accrediting the functions performed.

All candidates will be evaluated in an impartial and objective manner.

d) Candidate selection, communication, complaint mechanism and publication of the result

- Candidate selection:

After the meeting and deliberation of the evaluation committee, the result of the meeting will be recorded in a Minutes (see Annex 5) that will be signed, preferably in electronic format, by the Secretary of the Committee with the approval of the President. It will be the obligation of the Secretary to store all the documentation related to the selection process that must not be destroyed after its completion and deliver it in its entirety to the OTT for safekeeping and storage for a period of 10 years.

This Minutes must contain a list with the scores of all the candidates evaluated and the identification of the candidate selected for the position offered, as well as the possible substitutes. Candidates may be identified with a numerical code, if the list with the scores is to be anonymized.

If the Evaluation Committee so deems, no application may be selected and the vacancy may be left vacant.

- Communications to candidates

The President of the Evaluation Committee will be responsible for communication with the candidates, and may delegate this task to the Secretary.

All candidates must be notified by email of the outcome of the selection process within 3 working days of signing the Minutes.

Optionally, but if recommended, comments on the strengths and weaknesses of their candidacy may be sent to each rejected candidate (see examples in Annex 6).

Grievance mechanism

Within a maximum period of 3 working days from the individualised notification to the candidates, those who wish to do so may contact the President of the Evaluation Committee, through the contact indicated in the offer, to submit any possible complaints or claims. These will be answered within a maximum period of **10** business days.

- Publication of the result

Once the complaint process has been completed, the President of the Commission will inform the chosen candidate of the final decision. If the candidate rejects the offer, he or she must expressly notify the President of the Commission of his/her resignation in writing. Then, and if there are more candidates in the same selection process, the first alternate will be informed of the option to occupy it, and so on.

The result of the selection will then be published on the UPM website and must also be published if the bid is void.

4.3. Recruitment and onboarding phase of the new employee

After the acceptance communicated to the President by email of the selected candidate within a maximum period of three days from the moment he was informed that he was the chosen candidate, the process of drawing up the employment contract will begin. The Secretary will communicate the result of the process to the OTT or the unit in charge of managing the contract, and from that unit the formal accreditation of the

merits provided and other documentation necessary for its formalisation.

On the first day of joining the University, the candidate will receive the Code of Good Practice and will be shown the University facilities where they will carry out their job.

About the Custody of documentation of the selection process:

Until there is a contracting portal that allows storing all the documentation of the process, the researcher responsible for the project will be obliged to collect all the documentation related to the contract, and deliver it in digital format to the unit responsible for processing the contract so that it can be safeguarded together with the contract, but may delegate this function to the Secretary of the Committee.

Article S. Operation of selection and hiring processes in a situation of teleworking

The procedure described in the previous articles will preferably be carried out by telematic means, using digital signatures by the members of the Selection Committee. If any member of the Committee does not have a digital signature, the Secretary will prepare the Minutes on paper and it will be signed in the handwriting of the members of the Committee.

The Secretary of the Committee will be responsible for keeping all records of the process, including the Minutes, correspondence with the candidates, as well as the documentation provided by the candidates, and for delivering said documentation in digital format to the OTT or Management following the procedure established in the call.

Annexes

Annex 1. Vacancy Offer Model

Annex 2. Model declaration of responsibility confirming that it is not involved in any cause of incompatibility of the members of the Commission

Annex 3. Sample list of admitted and excluded

Annex 4. Candidate assessment form (optional use) Annex 5. Model

Minutes of the Evaluation Committee

Annex 6. Models of notification to candidates about the result of the interview (optional use).

Appendix I. Vacancy Offer Model

JOB OFFER

Contract for work or service charged to research projects

The recruitment of research staff at the UPM is based on the OTMR principles established in the European Charter for Researchers: Open, transparent and merit-based recruitment. The UPM ensures compliance with the principle of equal opportunities; therefore, it explicitly encourages women to apply and at the same time guarantees non-discrimination in access, permanence and progress in the university environment of those members of the University Community who are in a situation of disability and/or special educational need.

1. Title of the position offered:

N2 positions offered:

2. Professional category:

Researcher (R1/R2/R3 in drop-down) **L+D**
TECHNICIAN (A/B/C in drop-down)

3. Tasks to be carried out:

(will be included in the contract)

4. Workplace

(School/center/department/group

p I+D):

5. Address:

(full-time = 37.5 h/week)

6. Working hours (hours):

7. Annual gross salary(€):

8. Expected duration (months):

9. Expected start date

[Link to Labor Rights](#)

10. Qualifications required:

11. Desirable qualification:

12. Previous experience required:

13. Other

(line of research, field of art, project that finances it, working language, special conditions, etc., that it is considered necessary to specify)

14. Career Development

Opportunities:

Data of the responsible IP (name, email, telephone)

Contact for clarifications and complaints:

How to submit applications: (email, url...)

The C.V. admission period ends on: of of 20..... at

NOTE: The offer must remain published on the website for at least 10 business days

Responsible Researcher Firm [Name and surnames]:

Seal of the Center

OFFER PUBLISHED in: **Web** (indicate address complete website and attach a copy screen)

Offer publication date:

Web Publication Resolution:

Stages of the selection process:

| Stages | START DATE | END DATE |
|---|------------|----------|
| Application Review | | |
| Communication to candidates and correction, if applicable | | |
| Conducting interviews and tests, if applicable | | |
| Communication of the decision to candidates | | |

You have **3 working days** from the publication to request clarifications and appeal the resolution.

The Candidate Evaluation Committee will consist of at least 3 people (indicate names and contact information):

This Committee will meet the HRS4R Criteria for the evaluation of merit, ability and potential of the candidate (link to the evaluation template)

All applications received in relation to job offers will be processed by the UPM in order to select the most suitable candidate and in compliance with the public interest (article 6.1 e of EU regulation 2016/679)

it contemplates the legally established transfer of data to public control bodies, audits and other public entities; and the right of the applicant to request access, rectify and cancel data from their application when they consider by contacting the contact address of the offer.

By submitting a request, the interested party consents to the processing of his/her personal data in order to participate in the selection process and to send/receive communications made with him/her.

For additional information, you can contact the UPM's data protection officer, protección.datos@upm.es , as well as to file any complaint in relation to the matter and to the Spanish Data Protection Agency <http://www.aepd.es/portalwebAGPD/index-ides-idphp.php> the event that the complaint is not satisfactorily addressed by the university.

Annex 2. COMPATIBILITY/INCOMPATIBILITY STATEMENT

Position(s) offered: *Indicate the name of the position offered*

_____ with NIF *number* _____
how _____ of the Evaluation Committee for the
selection of the position indicated above, called by Resolution or communication
Date.....:

DECLARES

1. What *no/yes* is subject to none of the causes of incompatibility established in Article 23 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, as well as in Article 5 of Order 1285/1999, of 11 May, which approves instructions relating to the operation and action of the Selection Boards in the field of the Administration of the Community of Madrid (B.O.C.M. of 14 May).
- 2nd.- That it undertakes to maintain the confidentiality of all the deliberations of the Committee that are carried out in the development of the selection process.

In Madrid, to *date*

The member of the Evaluation Committee

Name and surname

Annex 3. Sample list of admitted and excluded

. LIST OF ADMITTED AND EXCLUDED APPLICANTS

Selection process for the coverage of **XXXXXX staff positions**

-
- No. Places: **X**
 - Category and professional group: **XXX**
 - Call: **Resolution** Posted on "**DATE OF THE RESOLUTION**" **OF**
THE CALL"
 - Project: **PROJECT NAME**
-

ANEX1
LIST OF ADMITTED APPLICANTS
PROJECT NAME

| Order No. | SURNAMES | NAME |
|-----------|----------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |

ANNEX 11
LIST OF EXCLUDED APPLICANTS

PROJECT NAME

{IF THERE ARE NO EXCLUDED APPLICANTS, IT MUST BE EXPRESSLY INDICATED }

| number Order | SURNAMES | NAME | CAUSE OF EXCLUSION |
|-----------------|----------|------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

CAUSES OF EXCLUSION:

- A. APPLICATION SUBMITTED AFTER THE DEADLINE.
- B. DOES NOT PROVIDE THE REQUIRED QUALIFICATION OR THE ONE PRESENTED IS NOT THE ONE REQUIRED IN THE CALL.
- C. INCOMPLETE APPLICATION BECAUSE IT DOES NOT INDICATE THE CALL OR NUMBER(S) OF FILES, OR THOSE INDICATED DO NOT CORRESPOND TO THIS CALL.
- D. INCOMPLETE APPLICATION DUE TO UNSIGNED AND/OR MISSING IDENTIFICATION DATA.
- E. THEY ARE NOT OF THE REQUIRED AGE: 16 YEARS OF AGE AND MUST NOT EXCEED, WHERE APPROPRIATE, THE MAXIMUM AGE OF COMPULSORY RETIREMENT.
- F. NOT TO HAVE NATIONALITY, IN ACCORDANCE WITH POINT 2.1.1 OF THE CALL FOR APPLICATIONS

Place, to date

The President of the Tribunal

The Clerk of the Court

Name and surname

Name and surname

Annex 4. CANDIDATE'S EVALUATION FORM / FORMA
CANDIDATE ASSESSMENT (optional use) (LMJ9 -
Transactional)

DATE/ FECHA: _____

NAME OF THE CANDIDATE:

| Evaluation criteria | Past, merit ⁶ | Future, potential | Comments |
|--|-----------------------------|----------------------|----------|
| International portfolio (including mobility) | | | |
| International activity (including mobility) | | | |
| Knowledge transfer and exchange; outreach/public awareness activities/IPR | | | |
| Knowledge transfer and exchange and dissemination of the science. Intellectual property | | | |
| Generation of societal impact | | | |
| Generating social impact | | | |
| Management of research and innovation | | | |
| Research and innovation management | | | |
| Acquisition of funding | | | |
| Fundraising capacity | | | |
| Organizational skills/experience | | | |
| Organizational Experience | | | |
| Supervision and mentoring | | | |
| Supervision and mentoring | | | |
| Teaching | | | |
| Teaching | | | |
| Teamwork | | | |
| Teamwork | | | |
| Other | | | |
| Other | | | |
| TOTAL | | | |

Name and signature of the member of the evaluation panel:

Annex S. MINUTES OF THE EVALUATION COMMITTEE MEETING

Position(s) offered: *Indicate the name of the position offered*

Place of work: *indicate School/centre/department/group I+D*

Date of publication of the offer: *indicate date of publication*

After the meeting of the Candidate Evaluation Committee for the position indicated above, the following is the list of the evaluated candidates and their corresponding score (add as many columns as appropriate):

| number Order | Surnames | Name | Punctuation total |
|-----------------|----------|------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

(Delete the option that does not apply):

OPTION 1:

The candidate is elected: *Name and surname of the candidate*

OPTION 2:

None of the candidates interviewed meet all the criteria required in the offer, so it is VOID

In Madrid, to *date*

The President of the Tribunal
Tribunal

The Secretary of the

Name and surname

Name and surname

INTERNAL DOCUMENT: This document should not be published as it contains personal

data. Its use is internal to the University

**Annex 6. Model notification to The candidates envelope
the result of the interview (optional use).**

D.

Friday.... of January 20...

Dear,

In relation to your application for the job offer of which I am the responsible researcher, and as a result of the personal interview carried out, I communicate the strengths and weaknesses that we have detected:

I regret to inform you that your candidacy has not been selected to fill the post, as there are other candidates more suitable for it.

Thanking you for your participation in this selection process, receive a cordial greeting,

Signed.....

Mr./Ms

Friday, January xx, TT...

Dear XXX

We have now reached a conclusion regarding the vacant research position XXX about which I am the leading investigator.

Based on the interview and the inspection of your CV, I would like to summarise your strengths and weaknesses:

I regret to inform you that we have decided to offer the above-mentioned position to another applicant, whose academic profile is more aligned with XXX in the years to come. You were among several very strong candidates to apply for the position and we are very pleased to learn that UPM can attract such talented scholars as you.

We would like to thank you for your interest in applying for the position at **UPM**.

Best wishes,

Signed.....



Mrs./Mrs.

Friday.... of January 20...

Dear,

In relation to your application for the job offer of which I am the responsible researcher, I regret to inform you that your candidacy has finally not been selected to fill the job, as there are other candidates more suitable for it.

Thanking you for your participation in this selection process, receive a cordial greeting,

Signed.....

Mr./Ms

Friday, January xx, TT...

Dear XXX

We have now reached a conclusion regarding the vacant research position XXX about which I am the leading investigator.

I regret to inform you that we have decided to offer the above-mentioned position to another applicant, whose academic profile is more aligned with XXX in the years to come. You were among several very strong candidates to apply for the position and we are very pleased to learn that UPM can attract such talented scholars as you.

We would like to thank you for your interest in applying for the position at UPM.

Best wishes,

Signed.....

Other models in English for candidate rejection:

MESSAGE TEMPLATE TO A DISCARDED OR UNSELECTED CANDIDATE

Example 1

Dear xxx,

We have now reached a conclusion regarding the vacant position forin
I regret to inform you that we have decided to offer the above-mentioned position to another applicant, whose academic profile is more aligned with the department's task [the centre's research projects] portfolio in the years to come. You were among several very strong candidates to apply for the position and we are very pleased to learn that UPM can attract such talented scholars as you.

We would like to thank you for your interest in UPM and wish you all the best.

Best wishes,

XXXX

Example 2

Dear **xxx**,

We have now reached a conclusion regarding the vacant position for in
I regret to inform you that the Selection Committee has decided to offer the above-mentioned position to another applicant, whose academic profile is more aligned with the department's task [the centre's research projects] portfolio in the years to come. In reviewing your profile and CV, it emerged that your scientific expertise focuses on areas which our project will touch only tangentially.

You were among several very strong candidates to apply for the position and we are very pleased to learn that UPM can attract such talented scholars as you.

We would like to thank you for your interest in UPM and wish you all the best.

Best wishes,

XXXX