

## **I: TERMS AND CONDITIONS OF THE PUBLIC COMPETITIONS FOR THE VARIOUS POSITIONS OF TEMPORARY TEACHING STAFF AT THE UdG (TENURE-ELIGIBLE LECTURERS)**

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Terms and conditions of the call for public competitions for access to several temporary teaching positions at the UdG (tenure-eligible lecturers)

### **1. General rules**

- 1.1. These competitions will be governed by the provisions of Article 78 of Organic Law 2/2023, of 22 March, on the University System (LOSU), and especially by the eleventh transitory provision of the Law.
- 1.2. They are also governed by articles 44, 45 and 49 of Law 1/2003, on Universities in Catalonia, as well as AGREEMENT GOV/94/2011, of 7 June, approving the modification of the Statutes of the University of Girona and publishing the full text – DOGC no. 5897, of 9 June 2011, approving the Statutes of the UdG.
- 1.3. Likewise, the selection process for temporary teaching staff regulated in the revised text of the Regulations for the Selection of Permanent and Temporary Contracted Teaching staff at the University of Girona, AGREEMENT GOV/2/2023, of 23 February, is also applicable to these competitions.
- 1.4. For the purposes of these terms and conditions, including the resolution of administrative appeals, the month of August is not considered to be a working month, and neither are the periods when the University of Girona is closed, as declared by instruction from the Office of the General Manager.

### **2. Vacant positions and selection committees**

- 2.1. This call affects the positions listed in annex II of these terms and conditions, published on the web page [Work at the UdG](#).
- 2.2. The procedure for filling the positions advertised will be competitive, with its own process and a selection committee specifically designated for the position to be filled, the composition of which is detailed in annex II.

### **3. Eligibility requirements for the competitions**

- 3.1. To be able to access the selection processes for temporary teaching staff, and therefore have the right to apply for the positions of this call for applications, interested parties must be able to accredit and fulfil each of the following requirements, which are explained below:
  - a) In general terms:
    - a.1. Have the physical and mental capacity necessary to perform the relevant duties.
    - a.2. Not be separated, due to disciplinary proceedings, from the service of any of the public administrations, or be disqualified for the performance of public functions.
    - a.3. Not be subject to any grounds for incompatibility, in accordance with the provisions of Law 53/1984, of 26 December 1984, on Incompatibilities of Personnel in the Service of Public Administrations.
    - a.4. Candidates who participate through the reservation of places for people with disabilities must have a recognised degree of disability equal to or greater than 33% in accordance with

the provisions of Royal Legislative Decree 1/2013, of 29 November, approving the revised text of the General Law on the Rights of People with Disabilities and their Social Inclusion.

b) Specific requirements, considering the specific contractual category:

b.1. For the selection processes for tenure-eligible lecturer positions, the requirements established in article 78 of the Organic Law 2/2023 on the University System (LOSU) and which are explained in Annex III, section a) of this call for applications.

b.2. These requirements in relation to the position to be filled must be met on the last day of the deadline for submitting applications to be able to participate in this call for applications and must be able to be reliably accredited at any time during the selection process established by the competent bodies. The competent bodies for this purpose are the selection committee, the rector and the Human Resources Service.

#### 4. Proof of language proficiency

4.1. Temporary and permanent teaching staff at the UdG must have sufficient knowledge of the University's own official language to be able to express themselves correctly orally and in writing in all academic and management contexts.

4.2. Proof of sufficient knowledge of the University's own language, Catalan, and of the other official language, Spanish, shall be a necessary condition for the provision of services as contracted academic staff, whether on a permanent or temporary basis. This knowledge may be demonstrated at different times and in different ways, as provided for in the following paragraphs:

a) Prior to the selection process to become a contracted lecturer at the University of Girona. In this case, proof must be provided when the application is submitted, along with the documents that reliably demonstrate sufficient knowledge of languages, as listed in the third paragraph of this article.

b) Once the selection process has been completed. If contracted persons have not proven sufficient knowledge of the official languages, as stipulated in the previous section, they must actively participate in the training courses that the University organises or approves for this purpose. Having passed the course(s), they shall be deemed to have attained the level of sufficient knowledge required in the first paragraph of this article. If they do not pass the courses, they will have to continue their training until they reach a sufficient level of language proficiency. Contracted teaching staff may not avoid this obligation.

4.3. The reliable proof of sufficient knowledge of the official languages implies the possession of one of the following certificates for each of the languages:

a) Catalan language:

a.1. Any certificate equivalent to level C1 established in ORDER VCP/491/2009, of 12 November (DOGC 5511, 23/11/2009), which revises and updates the qualifications, diplomas and certificates equivalent to the certificates regarding knowledge of Catalan of the Secretariat for Language Policy, modified by Order VCP/233/2010, of 12 April (DOGC 5610, 19/04/2010).

b) Spanish language (for candidates who have not completed official studies in Spain):

b.1. Level B2 certificate of Spanish language issued by the University of Girona or equivalent.

- b.2. Any of the established B2 level certificates listed in the table of certificates accepted by the Association of Language Centres in Higher Education (ACLES) for the Spanish language: [tables of certificates accepted by ACLES](#).

## **5. Application details, documents to be included and place of submission**

- 5.1. In order to participate in this call, and in the selection process for the positions that are the purpose of the competition, interested persons must generate and register the application form at the following link: <https://apps.udg.edu/ConcursosPdi>. In this same application, the documentation indicated in section b) of annex III of these terms and conditions must be uploaded.

Those foreigners who do not have an electronic certificate accepted by the VÁLID system of the Open Administration Consortium of Catalonia will have to access the following link: <https://apps.udg.edu/ConcursosPdi/int>.

The email addresses provided in the applications will be used to communicate with the interested participants.

- 5.2. If applicants wish to apply for more than one position, they must register in the online application form all the positions for which they wish to apply; however, the required documentation need not be uploaded for each position; it is only required once and can be provided with the application for any of the positions.

## **6. Fees**

- 6.1. To participate in this call, applicants must provide proof of payment of the 56,00-euro fee, given the online registration in accordance with the provisions of the 2023 Budget Regulations. Applicants must upload to the application <https://apps.udg.edu/ConcursosPdi> a copy of the transfer or deposit receipt to the Banco Sabadell with IBAN ES67 0081 7023 6700 0117 3221 restricted account of the Human Resources Service. All applicants who have not paid the above-mentioned fee by the deadline for submitting applications will be excluded, and no additional deadline for payment will be granted.

- 6.2. Discounts:

A 30% reduction of the general fee (reduced to 35 euros) is provided for members of single-parent families and large families in the general category, and a 50% reduction of the general fee (reduced to 21 euros) for members of large families in the special category.

The reason is that the 20% bonus is cumulative with the other bonuses

These cases must be supported by documentation uploaded to the online application <https://apps.udg.edu/ConcursosPdi>.

- 6.3. Exemptions:

Taxpayers who are unemployed and do not receive any financial assistance and persons with a disability equal to or greater than 33%.

In these cases, applicants must prove with the appropriate documentation the reason for the exemption by uploading it to the online application <https://apps.udg.edu/ConcursosPdi> (only if the UdG is not authorised to obtain documents from other administrations).

6.4. The fee paid shall not be refunded in cases of causes for which the applicants are responsible.

## 7. Personal data protection

7.1. The personal data that applicants provide in their applications will be included in a personnel management file created, among other purposes, for the organisation and management of calls for applications for access to University of Girona positions. The data will only be communicated to other administrations in those cases for which there is legal authorisation.

Data controller: University of Girona.

Purpose: registering people interested in working at the University, assessment of merits, organisation of the exams, results and information.

Legitimation: consent of the data subject (art. 6.1.a GDPR) in the context of a relationship prior to the conclusion of a contract (pre-contractual relationship) (art. 6.1.b GDPR).

Recipients: identifying data will be published to inform and notify results in accordance with the terms of the call.

Data subjects' rights: the rights of access, rectification, erasure, objection to processing and request for restriction of processing may be exercised by contacting the Human Resources Service in the first instance and, in general, the General Secretary of the University.

Additional and detailed information on data protection is available at [www.udg.edu/ca/teccidddades](http://www.udg.edu/ca/teccidddades).

## 8. Deadline for submission of applications and accompanying documents

8.1. The deadline for submitting applications and accompanying documents is 15 working days from the day following publication of these terms and conditions in the Official Journal of the Government of Catalonia (DOGC).

## 9. List of persons admitted to and excluded from the selection process

9.1. After the deadline for submitting applications, the selection committee, through the Human Resources Service, will publish on the [notice board of the University of Girona's E-Office](#) the provisional list of persons admitted and excluded, indicating the reason for rejection.

9.2. Interested parties may lodge objections to this list within a maximum of five calendar days from the date of publication of the provisional list of those admitted and excluded. The allegations must be submitted via the online application <https://apps.udg.edu/ConcursosPdi>.

9.3 Once the allegations presented have been analysed, the selection committee will publish the definitive list of persons admitted and excluded at the web address.

## 10. Organisation and functioning of the selection committee

The composition of the selection committees for each recruitment is detailed in annex II of these terms and conditions, published on the website [Work at the UdG](#) and approved by the Executive Personnel Committee at its meeting 5/2023 of 5 May 2023.

10.1. The selection committee is responsible for establishing the criteria governing the selection process, promoting the procedure, carrying out the assessments, and evaluating candidates before submitting the contract proposal for the position to be filled.

10.2. The procedures for disqualification of the members of the committee shall be decided by the rector. Candidates wishing to present an objection must do so in writing addressed to the rector, and prior to the start of the selection process.

- 10.3. When the committee is constituted, it shall establish the date and time of the candidate presentations, and the other merits that the committee may consider in accordance with section c.5 of Annex III of these conditions.
- 10.4. The secretary of the selection committee shall notify the Human Resources Service, at least 13 calendar days before the date of the presentations, of the following:
  - a. the date and time of the candidate presentations,
  - b. corresponding link for online access to the presentations, and
  - c. other merits considered by the committee in accordance with section c.5 of annex III of these terms and conditions, if appropriate.The Human Resources Service shall publish this information at least 10 calendar days in advance at the presentations on the [notice board of the University of Girona's E-Office](#).
- 10.5. For the committee to be able to act properly, at least three of its members must be present at its sessions.
- 10.6. If, once the selection process has begun, the committee is left with less than three members, the process will be suspended, and a new committee will be appointed from the alternate members.
- 10.7. Members of the committee who are absent from any of the relevant assessments shall cease to be members of the committee, without prejudice to any responsibility they may have.
- 10.8. The selection committee reaches its decisions by absolute majority. For the assessment of the different phases of the selection process, the members of the committee must issue a reasoned report on the direction of their vote; abstentions are not possible.
- 10.9. The proceedings of the committee shall be secret, without prejudice to the rights of the persons interested in the procedure provided for in Article 53 of Law 39/2015, of 1 October, on Common Administrative Procedure of Public Administrations.
- 10.10. The members off the committees of the selection committee will be entitled to receive 120 euros gross, in the case of the president and secretary, and 100 euros gross, in the case of vocals members, for all meetings of the commission, and 40 euros gross for each evaluated candidate.

## 11. Selection process

- 11.1. The selection process will be carried out **online** in accordance with the provisions the Office of the General Manager instruction no. 6/2020, of 29 September, regarding the use of electronic means to carry out competitions for the recruitment of teaching and research staff for employment, modified on 5 May 2023.
- 11.2. In the selection process for temporary teaching staff at the UdG, equal opportunities for candidates and respect for the principles of merit and ability are always guaranteed.
- 11.3. The evaluation of the merits and abilities of the candidates will be carried out in accordance with the general assessment criteria specified in section c) of annex III of this call for applications and those agreed and made public in each case by the selection committee corresponding to the position advertised.
- 11.4. The selection and evaluation process for the teaching category corresponding to this call is explained in section d) of annex III of this call.

- 11.5. During the selection process, the members of the committee draw up an assessment report, which is recorded in the file.
- 11.6. During the selection process, the committee may request reliable proof, as well as additional information, regarding any of the aspects and documents that may be necessary for the assessment of the candidates.
- 11.7. At the end of the selection process, the committee issues the contract proposal, indicating the candidate who has obtained the best evaluation in accordance with the merit and ability criteria determined, and in relation to the position being filled.
- 11.8. The secretary of the selection committee will communicate the contract proposal to the Human Resources Service so that it can be published on the [notice board of the University of Girona's E-Office](#).
- 11.9. The selection committee may not propose the recruitment of more candidates than the number of positions advertised. However, if the assessment of other candidates is meritorious, it may establish an order of priority to determine whether they should be contracted for the position in question if the candidate proposed for a contract does not sign the contract in accordance with the provisions of article 12.4 of these terms and conditions.
- 11.10. The selection committee may declare the competition void in cases where it considers that the candidates who have participated in the selection process do not meet the required level of merit and ability.
- 11.11. The committee must take a decision on the competition within one month at the latest from the day following the date of publication of the definitive list of persons admitted and excluded expressly drawn up by the Human Resources Service.

## **12. Contracts**

- 12.1. The contract proposal of the selection committee will be sent to the rector, who shall issue the resolution of the competition, against which the appropriate appeals may be lodged. The rector is obligated to honour the committee's contract proposal.
- 12.2. Once the rector's resolution has been issued, the Human Resources Service shall be responsible for contracting the person selected.
- 12.3. For the purposes indicated in the previous point, the selected candidate, having been specifically informed, must present the documentation necessary for the recruitment and required by the Human Resources Service within eight calendar days from the date of publication of the rector's resolution.
- 12.4. If selected candidates fail to present the required documentation, or renounce the contract, they will lose their right and will not be contracted for employment by the University of Girona.
- 12.5. To be contracted, selected candidates must accredit that they do not fall within the cases of incompatibility established by the regulations in force.
- 12.6. To be employed, selected candidates must comply with the requirements established by the organisations responsible for labour and social security matters for the purpose of registering in the social protection systems provided for in the regulations.

- 12.7. Non-EU foreign nationals and persons who cannot be included in the scope of application of international treaties established by the EU and ratified by the Spanish State must have a work and residence permit before the corresponding contracts can be signed.
- 12.8. Candidates proposed by the selection committee will have to sign the corresponding contract within a maximum period of six months from the date of publication of the decision awarding the contract. The date of the signing of the contract will be agreed by the vice-rectorate responsible for teaching and research staff and the selected candidate, in consideration of the academic needs of the UdG.
- 12.9. In the event that there are no candidates for any of the positions called by the reserve route or if they are declared vacant, they will be accumulated and resolved together with the positions of the same profile and department that are offered in open competition.

### **13. Duration of the contract**

The duration of the contract will be 6 years on a full-time basis.

### **14. Salary**

Salaries shall be those established in the Collective Agreement for Teaching and Research Staff at Catalan Public Universities.

### **ANNEX III. CONTRACT LECTURERS**

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#### **a) Specific requirements for access to the selection process**

- a.1 Holding a doctoral degree.

#### **b) Documentation to be uploaded to the online application**

<https://apps.udg.edu/ConcursosPdi>:

- b.1 Valid DNI/NIE or passport (only if you do not authorise the UdG to obtain documents from other administrations).
- b.2 Doctoral degree certificate (only if the UdG is not authorised to obtain documents from other administrations).
- b.3 Favourable evaluation by the corresponding evaluation and accreditation agency to be recruited as a tenure-eligible lecturer (only in case of having it, since it is not an admission requirement but a preferential merit).
- b.4 Document proving sufficient knowledge of the University of Girona's own official language.
- b.5 Fee payment receipt and, if applicable, proof of eligibility for any discounts or exemptions (only if you do not authorise the UdG to obtain documents from other administrations).
- b.6 Academic and professional history (curriculum vitae).
- b.7 A document specifying the candidate's five most valuable academic contributions (articles, books, patents, etc.) in accordance with the model available at [Work at the UdG](#)
- b.8 A brief description of the teaching career (maximum length of one page), according to the template available at [Work at the UdG](#)
- b.9 A brief statement of your teaching and research interests in line with the scope of the contract offered for the next five years. The document should not exceed six pages, in accordance with the template available at [Work at the UdG](#).
- b.10 Certificate confirming the degree of disability, if applicable.
- b.11 Service record or certificate issued by the corresponding body, indicating the period of contract, in the case of accrediting point 2 of the special merits.

#### **c) Criteria for the assessment of the selection process**

The selection committee only considers the merits of candidates who meet the profile of the position as set out in the call for applications. The committee will give special relevance to those merits that have been achieved in the last 10 years.

The academic activity will be evaluated according to internationally recognised and used assessment criteria.

The merits of the candidates will be assessed according to the following distribution of criteria:

- c.1 The quality and recognition of university teaching (**40 points**)
- c.2 Professional career, with particular regard to the significance and impact of scientific and technical publications and having obtained or participated in competitive research projects.
- c.3 Knowledge transfer activities, intellectual property rights and registered patents.



**(Criteria c.2 and c.3 can add up to 40 points; criterion c.3 cannot be awarded more than 10 points.)**

- c.4 Stays by the candidate at universities or research centres of recognised prestige other than the UdG, especially stays of more than three months at centres of international prestige. **(10 points)**
- c.5 Other merits that the committee may consider, and which must be made explicit and public before the start of the selection and assessment process, as established in article 10.3 of these terms and conditions. **(10 points)**
- c.6 Oral presentation of the candidate and aspects discussed with the committee. **(50 points)**

Application of special merits:

- 1- It will be considered a special merit to have the accreditation of tenure-eligible lecturer (AQU) or *doctoral assistant (CNEAI)* (third transitional provision of the LOSU). Candidates who can demonstrate this special merit will have the final evaluation obtained in criteria c.1, c.2, c.3, c.4 and c.5 increased by **10 per cent**.
- 2- It will be considered a special merit to have carried out teaching activities in Spanish public universities for at least five academic years out of the last seven years, through associate lecturer contracts or other contracts of equal or lesser duration than one year, as provided for in Organic Law 6/2001, of 21 December, or having held a postdoctoral contract for at least one year within the framework of a competitive call for applications of recognised prestige at the regional, national or international level. Candidates who accredit this special merit will have the final evaluation obtained in criteria c.1, c.2, c.3, c.4 and c.5 increased by **5 per cent**.

Both special criteria are cumulative.

#### **d) Selection and assessment process**

The phases of the process are as follows:

##### **I. Candidate presentations**

The committee draws lots to determine the order with which candidates will make their presentations and be assessed, and sets the place, date, and time of these single assessments.

##### **II. Single assessment**

This is a public and eliminatory assessment. It consists of an oral presentation of the candidate's academic and professional background, and a presentation of a lesson or topic chosen by the candidate, which is related to the teaching activities of the position, for a maximum of 60 minutes. This is followed by a discussion between the committee and the candidate on these aspects for a maximum of 120 minutes.

##### **III. Contract proposal**

At the end of the selection process, the committee issues the contract proposal, indicating the candidate who has obtained the best evaluation in accordance with the criteria of merit and ability determined.