

APPENDIX

REGULATION ESTABLISHING THE PROCEDURE FOR HIRING RESEARCH, TECHNICAL AND/OR RESEARCH MANAGEMENT STAFF TO CARRY OUT SCIENTIFIC-TECHNICAL TASKS AT UNIVERSIDAD REY JUAN CARLOS.

Explanatory Memorandum

The entry into force of Royal Decree-Law 32/2021, of 28 December, on Urgent Measures for Labour Reform, the Guarantee of Employment Stability and the Transformation of the Labour Market, entailed the amendment of Article 15 of Royal Legislative Decree 2/2015, of 23 October, approving the Consolidated Text of the Workers' Statute Law (hereinafter CTWLS) and abolishing the contract for a specific work or service. This means that the only temporary contracts remaining are those signed due to increased production circumstances and those associated with the strict execution of the Recovery, Transformation and Resilience Plan (hereinafter RTRP) and only for the time necessary for the execution of the aforementioned projects, or for the execution of temporary programmes financed using non-competitive European Union funds.

Likewise, Law 14/2011, of 1 June, on Science, Technology and Innovation (hereinafter LSTI), modified by Law 17/2022, of 5 September, is framed within the context of the labour reform, establishing the permanent contract for the performance of scientific-technical activities and for the completion of projects for the execution of public scientific and technical research or innovation plans and programmes, regulated in Articles 23a and 32a, respectively.

The purpose of the contracts for scientific-technical activities defined in Article 23a shall be to carry out activities linked to lines of research or scientific-technical services, including the scientific-technical management of these lines. On the other hand, public universities may hire technical support staff for research and knowledge transfer, as established in Article 32a, as per the provisions of the aforementioned Article 23a.

The following requirements shall apply for the conclusion of the indefinite-term contracts described above:

- a) The contract may be concluded with research staff holding a PhD and staff holding one of the following degrees: *Five-Year Undergraduate, Architect Qualification, Three-Year Undergraduate, Technical Architect Qualification, Technical Engineering Qualification, Four-Year Undergraduate, University Master's, Technician Qualification or Higher-Level Technician Qualification.*
- b) The selection procedures for public employees under contract foreseen in this article shall be governed in all cases by means of public calls in which the principles of equality, merit, capacity, publicity and competition are guaranteed.

These contracts, of indefinite duration, are linked to the existence of external funding or funding from competitive calls for public grants associated with them during their term and will not be part of the Public Employment Offer.

On the other hand, since July 2020, Universidad Rey Juan Carlos (URJC) has held the European "Human Resources Strategy for Researchers" (HRS4R) seal of quality, awarded by the European Commission. This quality label is awarded to those universities and institutions that generate and support the existence of a stimulating and favourable environment for research work,

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in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, including compliance with the standards set by European regulations for the selection and recruitment of researchers.

As a result of these important legislative changes in how researchers are hired, there is a need to approve a regulation that acts as a basic management tool to facilitate the knowledge and dissemination of the rules for the selection and recruitment of staff linked to research projects as per the provisions of this regulation.

PURPOSE AND SCOPE

Art. 1. Purpose

1.1. The purpose of this Regulation is to regulate the procedure for recruiting staff for the development of research activities at the URJC, charged to the external funding of research and innovation projects, Article 60 contracts or research agreements, as per the provisions of the Organic Law on the University System (LOSU, as per its Spanish acronym). The calls for recruitment shall be of a public nature by means of the pertinent selection processes and will be managed by the pertinent URJC Service or Administrative Unit determined at any given time.

1.2. This regulation does not apply to any recruitment financed by calls for staff recruitment regulated by specific regulations that already establish the selection, economic and working conditions of the staff to be recruited.

1.3. Also excluded from the scope of application of this regulation are the calls for the selection and recruitment of research staff for the modalities regulated in Articles 21, 22 and 23 of Law 14/2011, on Science, Technology and Innovation (LSTI), amended by Law 17/2022, of 5 September, as well as the training contract for obtaining professional practice consistent with the level of studies of Article 11 of the Workers' Statute, but not those of the contracts regulated in Articles 23a and 32a of the aforementioned law, to which this regulation shall apply.

1.4. The funding, managed by the URJC and charged against the credits included in Chapter VI of its expenditure budget, comes from:

- The funding of specific research projects.
- Contracts regulated in Art. 60 of the LOSU.
- Collaboration agreements or agreements for the financing of research, with public or private entities and bodies.
- Grants to university research groups, centres or institutes.
- Research activities stemming from the URJC's own announcements.

RECRUITMENT OF RESEARCH, TECHNICAL AND/OR RESEARCH MANAGEMENT PERSONNEL

Art. 2. Types and categories of staff

The following types of staff are defined:

2.1. Doctoral research staff: according to Law 14/2011, of 1 June, doctoral research staff hold a PhD and exclusively carry out research activities, understood as the creative work carried out systematically to increase the volume of knowledge, including that relating to the human being, culture and society, and the use of this knowledge to create new applications, and transfer and disseminate them.

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2.2. Scientific-technical/managerial staff in research and knowledge transfer tasks: As established by Law 14/2011, of 1 June, staff hired to carry out scientific-technical activities are considered to be staff hired to carry out activities linked to lines of research or scientific-technical services, including the scientific-technical management of these lines, which are defined as a set of knowledge, concerns, products and projects, built systematically around a thematic axis in which activities carried out by one or more research groups converge and require their development following the appropriate methodological guidelines in the form of R&D projects or contracts.

They can be:

- Scientific-Technical Staff, who perform tasks for which knowledge and experience of a technical nature are needed and which require the application of operational concepts and methods, under the direction of research staff.
- Management Staff, who participate in R&D management by carrying out tasks such as planning, financial support and information, scientific dissemination and communication, and legal and knowledge management services.

The following categories are defined, depending on the qualifications of the staff recruited:

1. Assistant Technician: Intermediate Vocational Training, Compulsory Secondary Education or equivalent.
2. Specialist Technician: Higher Vocational Training or Baccalaureate.
3. Mid-level Technician: 3-year Undergraduate Degree (*Diplomatura*), Technical Engineering, Technical Architecture or Degree with less than 240 ECTS.
4. Higher Degree: Five-Year Undergraduate Degree (former *Licenciatura*), Three-Year Undergraduate Degree, Architect Qualification, Engineering Qualification.

Art. 3. Employment relationship/Legal status

3.1. The employment modalities will be carried out as per Articles 23a and 32a of Law 14/2011, the purpose of which will be to carry out activities linked to lines of research. Likewise, the employment modalities established in the third and fourth transitory provisions and in the fifth additional provision of Royal Decree-Law 32/2021, of 28 December, on urgent measures for labour reform, guarantee and stability in employment and the transformation of the labour market, shall remain in force, and in the tenth additional provision of Law 17/2022, of 5 September, which amends Law 14/2011, of 1 June, on Science, Technology and Innovation, for the cases of fixed-term contracts, under the conditions and in the time frame contemplated in the aforementioned provisions. The minimum duration of these contracts shall be one month.

3.2. Employment modalities (Appendix I)

3.2.1. Fixed-term employment contracts in the scientific-technical field:

As per the Tenth Additional Provision of Law 17/2022, fixed-term contracts may be formalised for the implementation of the RTRP and for the implementation of temporary funds programmes, the financing of which depends on non-competitive European funds.

Such contracts may be concluded only for the time necessary for the implementation of the projects or programmes in question.

3.2.2. Employment contracts for an indefinite period in the scientific-technical field:

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The URJC may enter into indefinite-term contracts for the development of scientific and technical activities, as per Articles 23a and 32a of the LSTI. These contracts are characterised by the precise determination of the services to be developed with their own autonomy and substantivity, the execution of which, although limited in time, will be of variable duration.

a) Contract for scientific-technical activities

1. The contract for scientific-technical activities is a specific employment contract regulated in Article 23a of the LSTI, the purpose of which is the performance of activities linked to lines of research or scientific-technical services, including the management of these lines. A line of research is defined as a set of knowledge, concerns, products and projects, built systematically around a thematic axis in which activities carried out by one or more research groups converge and will require development following the appropriate methodological guidelines in the form of R&D projects or contracts.

2. It may be financed successively from different sources of funding within the same line of research, without the need for a new contract or a new selection process, provided that there is no interruption in the availability of the financial funds that support these lines of research. The funds financing these contracts must be linked to external funding or funding fully from grants offered through public competition announcements.

b) Contract for the implementation of projects and for the execution of public scientific and technical research or innovation plans and programmes.

1. It is regulated in Article 32a of the LSTI and is a contract of a technical nature, the purpose of which is to recruit technical staff to support research and knowledge transfer, as per the provisions of Article 23a of the Regulation.

3.3. The following are considered to be sources of external funding or announcements for competitive grants: those managed by the URJC and coming from:

- a) Funding of research projects.
- b) Contracts regulated in Article 60 of the LOSU.
- c) Collaboration agreements for the financing of research with public or private organisations or bodies.
- d) External funding from released available resources (hereinafter referred to as RARs) during the implementation period set out in these projects.
- e) Any other means of finalist external funding, for the financing of research, not included in the above and which allows for the hiring of research or scientific-technical staff.

3.4. Common provisions

3.4.1. Under no circumstances will the signing of these contracts imply a link within the stable structure of the URJC, and they do not imply any commitment regarding the subsequent incorporation of the interested party into the URJC's structural staff.

3.4.2. These contracts shall not be part of the Public Employment Offer or similar instruments for the management of staff needs.

3.4.3. Contracts financed fully through external funding or competitive announcements for grants shall not require prior authorisation.

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3.4.4. The duration of the contract shall be linked to the existence of credit in the budget and the consequent budgetary availability from external financing of research and innovation projects, Article 60 contracts or research agreements, and to the duration of the research project or Article 60 contract itself.

3.4.5. As regards the employment status, these contracts may be full-time or part-time, with the working hours established in general for the rest of the workers, as per the guidelines of the principal researcher and with the rest periods established by law.

In the case of part-time employment contracts, the salary shall be proportional to the number of hours worked. The total cost of the staff hired shall include the expenditure corresponding to the gross salary, employer's contribution and days for indemnity at the end of the contract.

3.4.6. On completion of the tasks or financing that originates the contract, the contract shall be terminated with payment of the legally established compensation. The causes for termination of the employment contract are those set out in Article 49 of the CTWSL and its implementing regulations and concordant regulations. The objective causes for termination of the contract are those provided for in Article 52 of the CTWSL, with special mention of letter e), which establishes as an objective cause the insufficiency of the financial provision of the allocated budget for the maintenance of the employment contract.

3.4.7. The announcements shall be governed both by the provisions of this Regulation and by the specific conditions of the announcements in which the appendixes of the vacancies offered appear.

3.4.8. Hired staff shall be subject to the system of incompatibilities.

3.4.9. With regard to industrial property rights, as well as the proprietary rights that constitute the intellectual property that may be generated throughout the period as a beneficiary of the contract, it shall be understood that Article 35 of Law 17/2022, of 5 September, and Article 15 of Law 24/2015, on Patents, shall be applicable, and, therefore, they shall belong solely and exclusively to the URJC. The beneficiary of the contract shall be bound by the provisions on the confidentiality of the results of the research project.

Art. 4. Remuneration

4.1. According to the categories mentioned in Article 2, the remuneration proposed is as set out in II of this Regulation and corresponds to the minimum and maximum contribution bases established annually by Social Security. It shall be reviewed and updated each year, unless the announcements for projects, grants or programmes financing the lines of research establish a different remuneration.

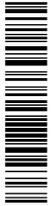
4.2. The remuneration of each specific contract shall be specified in the pertinent announcement as per the existing funding, the duties to be performed and the employment status.

4.3. Contracts regulated by public competition announcements shall be subject to the provisions of the pertinent announcement.

4.4. If, during the term of the contract, a regulatory change were to take place that would entail

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an increase in its cost, this increase shall be borne by the project or grant from which the contract derives or shall give rise, where appropriate, to a proportional reduction in the duration of the contract in order to cover it.

4.5. The execution of the announcement shall be conditional upon the approval of the credit reserve associated with each of the contracts offered, including the legally applicable compensation for termination.

SELECTION PROCEDURE

Art. 5. Contract proposal/Initiation of the procedure

5.1. The announcements for the provision of the positions referred to in this Regulation shall be processed through the Unit or Service with competence at any given time, which shall act as the Managing Body.

5.2. The Principal Researcher, responsible for research activity and in need of recruiting staff charged to these funds, shall forward the hiring proposal to the Managing Body, filling in the request application through the online application provided for this purpose, the template of which is attached to this regulation as Appendix III.

5.3. The application shall indicate the basic details of both the project and the contract offered (specific line of research, level of training and qualifications required, scientific or technical profile of the position applied for, expected duration of the contract, working day, jobs/tasks, requirements and merits to be assessed, gross monthly remuneration to be received by the person selected, etc.). Likewise, the data corresponding to the necessary training on the occupational hazards foreseen in the performance of the duties entrusted shall also be completed.

5.4. Once the application has been received, and the general data appearing therein has been checked, it shall be examined to determine whether it is in accordance with the rules governing the contract and whether the proposed project is financially available and can be financed. The pertinent credit shall be withheld as a guarantee of the existence of financing and will accompany the proposal for the call for applications.

5.5. The profiles of the positions must correspond to the objectives, the research tasks to be carried out and the work plan established in the research projects, agreements or contracts financing the contract.

5.6. The jobs and tasks to be performed must be explicitly stated, making it clear that they are specific to the research project in which the selected staff will be involved. In those cases where there is a technical report of the project to be carried out, the proposed tasks must be identifiable in that technical report.

Art. 6. Terms of the announcement and publicity

6.1. The terms of the announcements shall be common to all proposals for recruitment, according to the model in Appendix IV. They shall include the profiles and characteristics of the positions offered, the expected duration of the contracts, the tasks to be carried out, the project that will finance these contracts, the general admission requirements for candidates, and the specific merits to be assessed.

The announcements shall be carried out as per the constitutional principles of equality, merit, and

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capacity, as well as publicity.

6.2. Once a month, and according to the previously approved and published annual calendar (Appendix V), a single announcement will be published in which all the applications for contracts received in the previous month will be offered. This announcement will describe, in the corresponding appendixes, all the profiles and characteristics of the positions offered, with the expected duration of the contracts, the tasks to be performed, and the project that will finance each one of them. At the beginning of each calendar year, the calendar corresponding to that year will be published with the deadlines for the submission of proposals by the principal researchers and the dates foreseen for publication and resolution of the announcements.

6.3. The announcement for applications shall be published on the URJC Electronic Bulletin Board, on the URJC website (<https://www.urjc.es/i-d-i/convocatorias-investigacion>), on the European Union portal EURAXESS and the Employment Portal madri+d, and shall be drafted in Spanish and English, when previously established by the funding body.

Where the text has been translated into English, to favour free competition, this translation shall be for information purposes only, with the Spanish version prevailing. The Spanish courts shall settle any dispute that may arise.

6.4. The URJC, without prejudice to the abovementioned means, may use any other means of publicity it deems appropriate to increase the dissemination of the offer, setting as application deadlines those established on the URJC's electronic bulletin board.

6.5. The announcements shall be governed by the applicable regulations in force, by this Regulation, as well as by the specific conditions contained in the appendixes of the vacancies offered.

6.6. When the employment contract is the result of resolutions of public announcements made by the official bodies promoting the agreement or articulated through agreements where the form of selection of workers is regulated, the provisions thereof shall apply.

Art. 7. Assessment criteria

7.1. The Assessment Committee defined in the terms described in Article 10 of this Regulation shall previously establish the applicable assessment criteria in each announcement for applications, depending on the type of vacancy announced. These shall include the following sections, as per the following weightings, with a maximum total score of 10 points:

Research and/or professional experience: 30% -

80%. Academic background: 10% - 30%.

Other merits: 0% - 10%.

Interview or other tests: 0% - 30%.

The final score of each applicant will be determined by the sum of the scores assigned in each of the sections. In the event of a tie, the tie will be settled according to the scores achieved in the different criteria in the following order:

FIRST. Research and/or professional experience.

SECOND. Academic background.

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THIRD. Other merits.

The minimum score required for candidates to be eligible for selection or to be included on the list of reserve candidates is 5.

The assessment criteria, which shall be included in the corresponding appendix, shall be determined by the Principal Researcher of the project, always prior to the selection of the applicants, and shall specify how to apply and assess the sections established, and must be objectively and proportionately related to the functions assumed and the tasks to be performed. Applicants shall include them in their curriculum vitae, without prejudice to their subsequent accreditation.

The aspects to be considered in each of the assessment criteria are as follows:

- **Research and/or professional experience.** Suitability for the characteristics of the position. Activity and research results: publications, conferences, patents, among others. Professional activity carried out. Participation in research projects obtained in public and competitive announcements. Participation in research contracts of special relevance with companies and/or the public administration. Other research projects. National and international research or professional stays. Mastery of instrumental techniques. Dissemination and training activities. Other merits related to research and/or professional experience.
- **Academic background.** Qualification(s) and their suitability for the characteristics of the position. Academic record. Other merits related to academic background.
- **Other merits.** Any other merits not specifically listed in the previous sections and which, in the opinion of the Commission, may have some relation to the vacancy being considered in the public competition, will be assessed.

Art. 8. Requirements for applicants

8.1. The minimum requirements to participate in the corresponding public announcements for this type of recruitment are listed below. Applicants must:

- a) Be Spanish nationals or nationals of a member state of the European Union, or any other nationality to which the State regulations attribute equal rights for employment purposes in the Public Administration. Non-EU nationals may also apply, the formalisation of the contract being conditional on obtaining a work permit, as per the provisions of Organic Law 4/2000, of 11 January, on the rights and freedoms of foreign nationals in Spain and their social integration and the applicable regulations.
- b) The spouses of Spanish nationals and of nationals of other Member States of the European Union may also participate, provided that they are not separated by law; minors under 21 years of age or over 21 years of age who live at their own expense. This last benefit shall also apply to family members of nationals of other States when so provided for in the International Treaties concluded by the European Union and ratified by Spain.
- c) Those who are not included in the previous paragraphs but reside legally in Spain, holding a document that enables them to reside and have unrestricted access to the labour market. Likewise, other natural persons may enter into employment contracts with public institutions and take part in the aforementioned selection processes when the legislation provides for this possibility.

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- d) Meet the academic or qualification conditions required in the Appendices of each announcement. In the case of applicants with foreign qualifications, and for the purposes of their admission to the selection process, they must provide an official translation into Spanish of these documents, unless the language is English or French. In addition, for all foreign qualifications, it shall be necessary to have obtained official recognition for the development of regulated professional activity or a declaration of official equivalence or proof of having applied for it.
- e) Possess the functional ability to perform the tasks.
- f) Be at least 16 years of age and not over the maximum age for compulsory retirement.
- g) Not have been dismissed, by means of disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor have been disqualified from holding public office.
- h) If the applicant is a national of another State, he/she must not have been disqualified or be in an equivalent situation, nor have been subject to a disciplinary penalty preventing him/her from taking up public employment in his/her State.
- i) Not suffer from any illness or physical or mental limitation incompatible with the performance of the duties.
- j) Applicants must also meet the requirements specified in the relevant appendixes.
- 8.2. All the aforementioned requirements must be met by the closing date for the submission of applications and must be maintained until the contract is signed.

8.3. The hiring of non-EU foreign research or technical staff may not be formalised until they obtain the permit and visa authorising them to work as per the provisions of Organic Law 4/2000, of 11 January, on the Rights and Freedoms of Foreign Nationals in Spain and their Social Integration and the applicable regulatory provisions.

Applicants must not be affected by any of the causes of incompatibility foreseen in Law 53/1984, of 26 December, on Incompatibilities of Staff in the Service of the Public Administrations.

Art. 9. Form and deadline for the submission of applications

9.1. The deadline for submission of applications will be 5 working days from the day following the publication of the call for applications on the URJC website and on the official URJC electronic bulletin board.

9.2. Applications may be submitted electronically, through the electronic office of Universidad Rey Juan Carlos using the link provided for this purpose on the URJC website, or through any of the registry assistance offices referred to in Article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations. Applications must be accompanied by the following documentation:

- Copy of the ID card (DNI), passport or resident card, Identification Number for Foreign Nationals (NIE) or equivalent document for European Union citizens.
- Copy of the qualification required in the announcement. For the purposes of participating in the competition, and given that the tasks to be carried out are limited to collaboration within the framework of the research project subject to contract, and do not involve the exercise of a

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regulated profession, the recognition of official qualifications issued by foreign universities shall not be required. At the time of concluding the contract, the successful candidate must present either the official recognition or declaration of equivalence or proof of having applied for it.

- Curriculum vitae of the applicant.
- Any documentation necessary to accredit the specific requirements demanded in the different announcements or for the assessment of merits. Only documented merits will be assessed, and no new merits will be accepted after the deadline for submitting applications.

9.3 When filling in the application form, interested parties must indicate an e-mail address, which shall serve as a means of notification during the procedure.

9.4. After the deadline for the submission of applications, the provisional list of admitted and excluded applicants, as well as the reasons for exclusion, shall be published on the URJC website and on the official electronic bulletin board. Applicants shall not be afforded a period to submit merits that were not submitted within the deadline for the submission of applications. If the merits were submitted within the deadline, the required documents may be attached during the period afforded for the correction of applications. Under no circumstances may the applications submitted be reformulated.

9.5. Unsuccessful applicants may rectify their applications within a maximum period of five calendar days from the day following publication. Once this period has elapsed, the definitive list of admitted and excluded applicants shall be published and shall serve as notification to the interested parties, as per Article 45.1.b) of Law 39/2015, of 1 October, on the common administrative procedure of public administrations.

Art. 10. Assessment Committee

10.1. In order to assess the merits of the candidates as per the scale established in each case, the Rector of the URJC, or the body with delegated authority to do so, shall appoint the Assessment Committee, which will be stable for six months and will be made up of the following members and alternates:

Chairman: Vice-Rector with responsibility in the field of research, or the delegated person. An additional civil servant attached to the Vice-Rector's Office with responsibility in the field of research shall also be appointed as an alternate.

Members: two URJC researchers appointed by the Vice-Rector with responsibility in the field of research. Two additional researchers will be appointed as alternates.

Secretary: a civil servant from the Research and Innovation Vice-Management Office, in charge of the management of the selection processes, who may speak but not vote. An additional civil servant from the Vice-Management Office shall also be appointed as an alternate.

10.2. For the purposes of abstention and disqualification of the members of the Commission, the provisions of Articles 23 and 24 of Law 40/2015, of 1 October, on the Legal System Applicable to the Public Sector, shall apply.

10.3. The Commission shall be functionally autonomous and empowered to resolve any issues not provided for in the announcement, as well as to adopt any agreements that may be necessary to bring the selection process to a successful conclusion. Its actions shall be subject to the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure Applicable to Public Administrations and Law 40/2015, of 1 October, on the Legal System Applicable to the Public Sector.

10.4. When the employment contract is the result of resolutions of public announcements made by the official bodies promoting the agreement or articulated through agreements where the form of selection of workers is regulated, the provisions thereof shall apply.

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Art. 11. Selection of staff

11.1. The selection of staff shall be made with respect for the principles of equality, merit and capacity, by means of the assessment of the documents provided in the application, basing the decision on criteria of suitability for the profile that appears in the announcement, with the grounds for the resolution adopted being duly recorded. Likewise, interviews or other types of tests may be held with the candidates, should the characteristics of the functions to be carried out make this advisable.

11.2. The proposal does not give rise to any rights in favour of the proposed candidate as regards the URJC until the decision on recruitment has been published.

11.3. The Assessment Committee shall propose that the convening body declare the vacancy unawarded if all the applications are considered unsuitable.

11.4. Unsuccessful candidates shall be part of the pool of alternates corresponding to the position advertised, for the purpose of potential substitution, at the request of the Principal Researcher, if any of the candidates resigns or at any time during the term of the contract.

Article 12. Resolution of the selection process

12.1. On the basis of the proposal of the Assessment Committee, the rector, or the delegated person, shall be the competent body to issue a decision.

12.2. The resolution of the selection processes shall be made public in the same places in which the selection process has been advertised and shall serve as notification to the interested parties for all purposes.

In any case, the signing of the contract does not imply any commitment on the part of the URJC regarding the subsequent incorporation of the interested party into its workforce.

12.3. After the publication of the resolution awarding the contracts, the successful applicant shall have three working days to either accept the contract awarded, which shall entail immediate exclusion from the rest of the lists of the job banks for other positions in which they may also have been selected, or submit their resignation therefrom, whereupon their position may be occupied by the candidate who appears on the reserve list according to the order established in the Resolution.

If three working days have elapsed since the award decision without receiving any communication from the interested party, either of resignation or acceptance, it will be understood that they have withdrawn from the awarded contract.

12.3. The interested parties may lodge the appropriate appeals against the hiring decision, as per the provisions of Law 39/2015, (optionally an appeal for reconsideration before the Rector, within a period of one month from the day following publication or an administrative appeal within two months, from the day following publication of the decision (Law 29/1998, of 13 July)).

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Art.13. Formalisation of the contract

13.1. The persons selected as per the procedure established in this Regulation shall formalise the contract through the appropriate Unit or Service.

13.2. The contracts shall be perfected through the signature of the interested parties and the rector of the URJC as the competent body representing the URJC, or the body with the powers or delegated signature.

13.3. The incorporation to the job may not be carried out prior to the start date of the corresponding contract and its effects may not be prior to that date; any action contrary to the above shall be null and void.

13.4. Persons with non-EU nationality, as well as those with nationalities corresponding to states in which the free movement of workers is not applicable, must hold a residence permit and authorisation to enter into employment contracts.

In the case of qualifications obtained abroad, the signing of the contract shall be conditional upon obtaining recognition thereof when it concerns a regulated profession or a declaration of equivalence thereof.

In order to speed up the obtaining of such permits, the URJC shall provide administrative support, processing a pre-contract and any other necessary documentation.

13.5. In the event that a complaint has been lodged within the term, and while the resolution of the complaint is pending, the proposed candidate shall be hired, including a termination clause in the contract that is conditional upon the resolution of the complaint. If the resolution confirms the proposed candidate, the contract shall continue in force; otherwise, it shall be terminated with effect from the day before the date on which the new proposed candidate joins. In the latter case, the contract of the new candidate may not take effect in any way prior to the date of resolution of the complaint, nor prior to the date of commencement of the contract, and will end on the date foreseen in the announcement.

13.6. The contract is subject, as regards its incompatibility regime, to the provisions of Law 53/1984, of 26 December, on Incompatibilities of Staff in the Service of the Public Administrations.

Art. 14. Resignations

14.1. Following the Award Resolution, should any of the selected candidates wish to decline the contracts offered, they must communicate this through the URJC Electronic Office. The Principal Researcher may request that the competent body replace a candidate who has declined or withdrawn from the contract with an alternate.

14.2. Once the candidate who appears on the reserve list has been notified of the possibility of occupying the vacancy, they shall be understood to be the new successful applicant and shall also have a new period of three working days to accept or resign, with the same effects established in the previous sections.

Art. 15. Amendment of contracts

15.1. As a general rule, the contract shall not be subject to any change in the weekly working hours and the remuneration during the term of the contract.

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15.2. On an exceptional basis, for duly justified reasons, and after express agreement with the employee, the contract may be amended.

15.3. If any substantial aspect of the contract is requested to be changed, such as the line of research, the category, the weekly working hours, or a significant modification of the remuneration of more than 10% of the employees, a new contract will have to be formalised through a new announcement.

Art. 16. Signing of addenda to contracts of indefinite duration made under articles 23a and 32a of Law 14/2011, of 1 June, on Science, Technology and Innovation (LSTI), as amended by Law 17/2022, of 5 September".

16.1. On completion of the project covering the indefinite-term contract in the framework of the finalist activity or the activities planned for the duration of the contract, the indefinite-term contract may remain in force and a new addendum may be formalised, provided that another finalist activity has funding within the framework of the same line of research for which the contract has been signed and that new tasks are defined to be carried out linked to the existing funding. Prior to the planned date of termination of the contract, the Principal Researcher shall request (Appendix VI) the signature of a new addendum to maintain the contract in force, including a definition of the new tasks to be carried out, provided that there is adequate and sufficient credit. To this end, authorisation shall be obtained by means of the appropriate credit reservation in the corresponding research project.

16.2. Therefore, the addendum to the scientific-technical contract shall determine the finalist activity that covers the indefinite-term contract at each moment in time, the researcher responsible for it, the tasks to be carried out within the scope of the said line in the said period, the source of funding on which it is based, the period in which the said scientific activity is in force, and the period of time that supports the said credit retention.

Art. 17. Extensions and termination of temporary contracts under the third and fourth transitory provisions and the fifth additional provision of Royal Decree-Law 32/2021, of 28 December, and the tenth additional provision of Law 17/2022.

17.1. The contract shall end on the date indicated therein. If the work or service has not been completed by that date and it is necessary to extend the contract, the Principal Researcher shall inform the competent body of the need to extend it.

17.2. The possibility of extending the contract must be foreseen in the announcement and must be requested for the same research project, with the same conditions as those in the initial contract as regards wages and working hours. The extension shall require the issuance of a report by the Principal Researcher giving the reasons and the need for the extension, using the model that appears as Appendix VII in this Resolution, as per the following considerations:

- In no case may the sum of the initial period of the contract and the extensions, if any, exceed the duration of the corresponding project.
- Sufficient budget availability must be demonstrated.
- The existing appropriation for the staff item must not have already been exhausted. The responsible researcher must ascertain this and, if necessary, apply for an alteration in the execution of the project when the latter so permits. Once such an alteration has been granted, the contract may be extended.

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- Contract extensions shall be charged to the appropriations of the same projects for which the contract was initially entered into.

Art. 18. Data protection

The application to participate in the selection processes for the recruitment of people to carry out scientific and technical research projects funded by research funds implies the express and unequivocal consent of the interested party with regard to the collection of personal data necessary for the conclusion of the corresponding contract. Pursuant to the provisions of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the Guarantee of Digital Rights, their data will be incorporated into the URJC's data processing system, with the purpose of fulfilling the purposes related to the development of the functions and competences of the data controller. The data subject may exercise the rights of access, rectification, limitation of processing, deletion, portability and to challenge the automated individual decisions that may affect them. To do so, they may send a letter to protecciondedatos@urjc.es.

Art. 19. Appeals

An appeal for reversal may be lodged against this regulation, within one month of the date following the publication of this resolution or, alternatively, it may be challenged directly, by means of an administrative appeal, before the same court, within two months of its publication, in accordance with Articles 123 of Law 39/2015, on Common Administrative Procedure and Article 46 of the Law on Common Administrative Procedure, before the same jurisdiction, within a period of two months from the date following its publication, as per Articles 123 of Law 39/2015, of Common Administrative Procedure and Article 46 of Law 29/1998, of 13 July, regulating the Jurisdiction of Administrative Courts.

First additional provision

Except in the cases provided for in Article 117 of Law 39/2015, of 1 October, the filing of an appeal does not suspend execution of the award decision, and the corresponding contract may be entered into with the candidate proposed thereby.

Second additional provision

In order to guarantee the stability of the lines of research, the Vice-Rectorate with responsibility for research and those responsible for indefinite-term employment contracts shall ensure adequate planning to maintain these lines of research without incurring periods of discontinuity in the external or competitive sources of funding that support them.

Third additional provision

Any reference in this regulation to University bodies, their officers and members of the University community in the masculine grammatical gender shall be understood to be gender neutral, encompassing both men and women.

Final provision

This Regulation shall enter into force on 1 January 2024 and in any case after its publication in the BOURJC.

Repeal provision

This Regulation expressly repeals the content of the Rector's Resolutions and all regulations of equal or lower rank prior to this Regulation.

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**APPENDIX I
TYPE OF CONTRACT TO BE CONCLUDED UNDER THIS REGULATION**

Type of project	Regulation	Type of contract	Subject matter of the contract	Duration
Projects financed with non-competitive European Funds and under the Plan for Recovery, Transformation and Resilience	5 th Additional Provision, RDL 32/2021 10 th Additional Provision, Law 17/2022 (Amendment of the Law on Science)	Fixed term	Contract for the implementation of the specific project	The time required for the implementation of the corresponding projects
Research projects excluded from the previous section, contracts under Art. 83 of the Organic Law on Universities, research groups in public competition, etc.	Art. 23a and 32a of Law 14/2011 (RDL 8/2022)	Contract of scientific-technical activities	Conduct of scientific-technical activities linked to lines of research or scientific-technical services, including the scientific-technical management of these lines linked to external funding or funding coming from announcements for public aid in public competition	Indefinite (Art. 52e) of the Consolidated Text of the Workers' Statute Law

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APPENDIX I7
REMUNERATION TABLE FOR THE SCIENTIFIC-TECHNICAL RECRUITMENT
CATEGORIES

CATEGORY	QUALIFICATION	G.C.	Minimum contribution base €/month	Maximum contribution base €/month
Assistant Technician	Intermediate Vocational Training, Compulsory Secondary Education, or equivalent	3	1,269.00	4,495.50
Specialist Technician	Advanced Vocational Training or Bachelor's degree	3	1,269.00	4,495.50
Intermediate Vocational Training	3-year undergraduate degree (former <i>Diplomado</i>) Technical Engineer, Technical Architect or undergraduate degree of less than 240 ECTS	2	1,459.20	4,495.50
Graduate	Undergraduate degree (holder of a former <i>Licenciatura</i> or current <i>Grado</i>)	1	1,759.50	4,495.50
PhD researcher	PhD	1	1,759.50	4,495.50

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APPENDIX 19
APPLICATION FORM FOR THE RECRUITMENT ANNOUNCEMENT

RESEARCH PROJECT DATA:

Internal Ref:
Project title:
Line of research:
Project start date:
Project end date:
Funding Body:
Principal Researcher.
Centre/Department

DETAILS OF THE ANNOUNCEMENT

No. of positions advertised:
Position title:
Educational level:
Qualifications required:
Other eligible merits:
Main tasks included in the contract:

ECONOMIC DATA (for one position):

Budget implementation:
Gross monthly salary to be received by the worker:
No. of annual payments:
 12
 14

Estimated start date of the contract:

Estimated end date of the contract:

Working hours:

- Full-time (37.5 hours per week)
- Part-time (please indicate no. of hours per week)

SCALE

- a) Research and/or professional experience:
(Description of the scale)
- b) Educational background:
(Description of the scale)
- c) Other merits:
(Description of the scale)
- d) Possibility of interview or other tests:
(Description of the scale)

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**APPENDIX 20
TERMS AND CONDITIONS OF THE SELECTION PROCESS**

RESOLUTION OF ----- 2023, OF UNIVERSIDAD REY JUAN CARLOS, CONVENING A SELECTION PROCESS FOR THE HIRING OF RESEARCH STAFF UNDER CONTRACT TO CARRY OUT ACTIVITIES LINKED TO SCIENTIFIC-TECHNICAL LINES OF RESEARCH OR SERVICES OF A TEMPORARY NATURE WITHIN THE FRAMEWORK OF THE RECOVERY, TRANSFORMATION AND RESILIENCE PLAN/OF AN INDEFINITE NATURE LINKED TO EXTERNAL FUNDING OR FULLY FUNDED FROM COMPETITIVE SELECTION PROCESSES FOR PUBLIC GRANTS

This Rectorate, pursuant to the powers vested on it by Organic Law 2/2023, of 22 March, on the University System (BOE of 23/03/2023), has resolved to convene a selection process, based on the provisions of Art. 7 of the regulation establishing the procedure for hiring research staff and collaborating staff in research tasks at the Universidad Rey Juan Carlos (published on ----), as well as the procedure for engaging scientific-technical services for the performance of activities linked to lines of research or scientific-technical services of an indefinite nature linked to external funding or funding fully from competitive selection processes for public grants, which are listed in the Appendix to this resolution.

TERMS AND CONDITIONS OF THE SELECTION PROCESS

1. Subject of the selection process

The purpose of this invitation to apply is the selection and recruitment of research/technical/research support management staff in accordance with the categories, working hours and duration detailed for each of the positions listed in Appendix I.

2. Minimum admission requirements

In order to be admitted as a participant in this selective process, applicants must possess the following requirements on the day the deadline for submitting applications expires, and maintain them throughout the selection process and until the contract is signed:

1. Nationality:

- Be Spanish nationals.
- Be nationals of one of the member states of the European Union.
- Whatever their nationality, the spouses of Spanish nationals and of nationals of other Member States of the European Union, provided that they are not legally separated.
- Persons included in the scope of application of the International Treaties concluded by the European Union and ratified by Spain in which the free movement of workers is applicable.
- Non-EU foreign nationals may also apply, making the formalisation of the contract conditional on obtaining a work permit, as per the provisions of Organic Law 4/2000, of 11 January, on the rights and freedoms of foreign nationals in Spain and their social integration and the applicable regulations.

2. Capacity: Possess the functional ability to perform the tasks.

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3. Age: Be 16 years of age or older and not over the maximum age for compulsory retirement.
4. Qualification: Not having been dismissed, by means of disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor having been disqualified from holding public office.
5. Nationals of another State must not be disqualified or in a similar situation, nor have been subject to a disciplinary penalty preventing them from taking up public employment in their States.
6. Have the academic or qualification conditions and/or the specific requirements for the different profiles demanded in each position. In the case of qualifications obtained abroad, possession of the corresponding recognition or certificate of equivalence or a copy of the application submitted must be accredited.
7. The signing of contracts with foreign nationals from non E.U. member countries or not included in the scope of application of the International Treaties signed by the E.U. and ratified by Spain in which the free movement of workers is applicable, is conditional upon the interested parties having been granted a work permit and legal residence in Spain.

3. Deadline for submission of applications

Those interested in taking part in this selection process shall formalise their application through the electronic office of the Universidad Rey Juan Carlos (<https://sede.urjc.es/convocatorias>) or through any of the registry assistance offices referred to in Article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, within 5 working days following the publication of this resolution.

The submission of the application implies the acceptance by the interested party of the rules set out in this call and Appendix in all its terms.

Failure to submit the application in due time and form will result in the definitive exclusion of the applicant from the selection process.

Any material, arithmetical or factual errors may be corrected at any time, either ex officio or at the request of the interested parties.

4. Documentation to be submitted

- Application.
- Copy of the ID card (DNI)/Identification Number for Foreign Nationals (NIE)/ Passport/resident card or certificate of inscription in the EU Citizens' Register together with the passport.
- Curriculum Vitae, in the standard form (Appendix II).
- Academic certificates.
- Specific requirements set out in the vacancy.
- Documents accrediting all the merits claimed. Those merits not documented will not be considered.

The merits will be assessed with reference to the closing date for the submission of applications.

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In the case of qualifications in a language other than Spanish, the original document must be accompanied by the corresponding translation. In addition, the declaration of equivalence for university studies carried out in foreign centres must be provided.

Any application not submitted through the above-mentioned platform will not be processed.

Applicants are bound by the information and documentation they have provided in their applications. In case of falsification of the information provided or manipulation of any document, the applicant will lose the right to participate in the selection process, without prejudice to any liability that may arise.

5. Selection process

At the end of the deadline for submitting applications, the provisional list of admitted and excluded candidates will be published in the same places where the call was advertised, and a period of 5 working days will be opened for corrections or allegations.

Pursuant to the provisions of Art. 45 of Law 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations, this publication will have all the effects of notification.

At the end of the cure period, the definitive list of admitted and excluded candidates will be published in the same places as the publication of the provisional lists.

The selection will be carried out with respect for the constitutional principles of equality, merit and ability, by assessing the documents provided in the application, basing the decision on criteria of suitability to the profile established for each position in the Appendix to this call. The committee may request, at any stage of the procedure, the originals of the documentation submitted or any other document it deems necessary.

The Evaluation Committee will make the hiring proposal, and the Rector, or the Vice-Rector with responsibility for research in whom he/she has delegated, will be the competent body to issue the Resolution of the selection process.

6. Assessment Commission

The assessment commission shall be made up of:

LIST THE MEMBERS OF THE COMMISSION APPOINTED BY THE RECTOR

7. Incorporation of the selected candidate

Once the candidate has been selected, their incorporation will be formalised by means of a permanent employment contract under the provisions of Article 23a of Law 14/2011, of 1 June, on Science, Technology and Innovation, or by means of a temporary contract within the framework of the Recovery, Transformation and Resilience Plan.

In the event that the successful candidate is not interested in the vacancy, his/her resignation must be submitted by means of a general request in order for him/her to be substituted in the order in which the pool of alternates has been generated.

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If the acceptance of the adjudication and the corresponding documentation is not received within 3 days following the publication of the adjudication, it will be understood that the candidate has desisted from the position and will be replaced following the same procedure as in the previous case.

Unsuccessful candidates with a score equal to or higher than will be included in the pool of alternates for the purpose of possible replacement.

In any case, the grounds for termination of the employment contract are those provided for in Article 49 of the Consolidated Text of the Workers' Statute Law and its implementing rules and related provisions. The objective grounds for contract termination shall be those provided for in Article 52 of the Consolidated Text of the Workers' Statute Law, with special mention of letter e), which specifies as an objective ground an insufficient financial provision for the maintenance of this employment contract.

The gross remuneration of each of the contracts offered will be the gross monthly cost indicated for each of the positions.

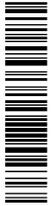
The estimated duration of the contract will be the duration of each vacancy advertised.

8. Use of gender-neutral language

All references in this resolution to University bodies, their officers and members and members of the University community in the masculine gender shall be understood in a grammatically gender-neutral manner, referring to both men and women.

Against this Resolution, which exhausts the administrative channels, an appeal for reversal may be lodged with the Rector within one month, or a contentious-administrative appeal may be lodged with the contentious-administrative courts of Madrid within a period of two months, both periods to be counted from the day following the publication of this resolution.

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Application Requirements/Appendix I

Job profiles

RESEARCH PROJECT DATA

Project reference:
Project title:
Line of research:
Duration of the project:
Funding Entity:
Responsible researcher: Mr./Ms.
Centre:
Department:

LOGOS OF THE FUNDING
BODIES TO COMPLY WITH
PUBLICITY REQUIREMENTS

DETAILS OF THE ANNOUNCEMENT

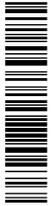
No. of positions advertised:
Position title:
Educational level:
Merits to be considered for the assessment of the candidate:
Tasks to be carried out by the hired person:

Type of contract: (Indefinite-term/Temporary)

FINANCIAL DATA

Budget implementation:
Budget line:
Gross monthly salary to be received:
Number of payments:
Estimated start date of the contract:
Estimated end date of the contract:
Working hours:

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Application Requirements/Appendix II

ASSESSMENT CRITERIA

Aspects to be assessed

Research and/or professional experience	Scoring range: 30%-80%.
Description of the scale	
Academic background	Scoring range: 10%-30%.
Description of the scale	
Other merits	Scoring range: 0%-10%.
Description of the scale	
Possibility of interview or other objective tests	Scoring range: 0%-30%.
Possibility of interview: YES NO Objective tests: YES NO	

Minimum score required to pass the selection process: points

Maximum score for all aspects to be assessed: 10 points

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Application Requirements/Appendix III

CURRICULUM VITAE

**[First Name &
Surname]**

[Current address, ZIP code, City]
[Telephone number]
[Email address]

Professional Goal:

[Please give a short description of experience or skills relevant to the position, interest in the position and what can be brought to the job. It should be brief and concise]

Academic Background:

- [Qualification], [month, year] - [Study centre] - [Place of study, country] - [University, country].
- [Current degree, if applicable], [month, year] - [Study Centre] - [Place of study, country]

Further training:

- [Name of the course taken], [Study centre] - [month, year]
- [Name of the course taken], [Study centre] - [month, year]
- [Name of the course taken], [Study centre] - [month, year]

Professional experience:

mm/yyyy -mm/yyyy

[job title]

[Company, locality]

[Optional: please list functions performed]

mm/yyyy -mm/yyyy

[job title]

[Company, location]

[Optional: please list functions performed]

Computer skills:

[Please list the computer applications you are familiar with and the user level]

Languages:

[List languages and levels].

Other Interesting Facts:

[E.g.: driving licence, own vehicle, willingness to travel].



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**Appendix 28
Calendar of announcements 20XX**

Announcements 20XX	Deadline for PI applications	Date of publication	Deadline for applications	Provisional list of admitted persons excluded	Deadline for correction of applications	Final list	Award decision
1 st							
2 nd							
3 rd							

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Appendix 29
REQUEST FOR AN ADDENDUM TO THE INDEFINITE-TERM CONTRACT

ADDENDUM TO THE INDEFINITE-TERM CONTRACT Form for continuity within the same project or assignment to a new project of contracts for scientific-technical activities, within the same line of research (Art. 23a Law 14/2011).	Tax year: Internal Ref.:
--	---

Principal Researcher: Title of the Research Project/Finalist Activity: Funding body: Project term: from _____ to _____ Line of research:
--

DETAILS OF THE HIRED PERSON

MR./MS.:
DNI/NIE: Position:
Credit retention period: Start date: _____ End date: _____
MAIN TASKS subject of the addendum to the CONTRACT. <i>(This should include scientific and technical tasks to be carried out in the framework of the above-mentioned project which will be completed by the foreseen date of the addendum).</i> Description:

Documentation to be attached: Justifying report, signed by the Principal Researcher.

-In the case of a change of PI in the new project to be assigned, a letter of conformity signed by the new person in charge must be attached, certifying that the project belongs to the line of research.

(Date and signature)

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SUPPORTING MEMORANDUM

MR./MS.

With DNI/Passport/NIE _____ as Principal Researcher of the project with reference _____ for the continuation of the indefinite-term contract of

MR./MS.

signed as per Article 23a of Law 14/2011, of 1 June, on Science, Technology and Innovation,

HEREBY STATES:

1. That the purpose of the contract is to govern the project, as well as the development of specific activities of a finalist, non-structural nature.

2. That these are specific and differentiated tasks from the rest of the research/technical activities carried out by the URJC, which cannot be carried out with its own means, and which have a duration that is linked to specific lines of research as long as there is sufficient funding.

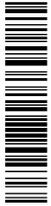
3. That these tasks derive directly from the specific goals of the project/programme/research grant that finances the contract offered.

(In the event of a change of project)

4. That both the previous project, with reference number _____, and the project for which the addendum is requested, with reference number _____, belong to the line of research _____.

(Date and signature)

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Appendix VII
APPLICATION FOR EXTENSION OF FIXED-TERM CONTRACT

<p style="text-align: center;">EXTENSION OF THE FIXED-TERM CONTRACT</p> <p>Form for the continuity within the same project of a temporary contract under the third and fourth transitory provisions and the fifth additional provision of Royal Decree-Law 32/2021, of 28 December, and the tenth additional provision of Law 17/2022.</p>	<p>Exercise: Internal Ref:</p>
---	--

Principal Researcher: Title of the Research Project/Finalist Activity: Funding Body: Project period: from _____ to _____ Research Line:

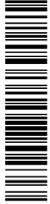
DETAILS OF THE HIRED PERSON

MR./MS.:
DNI/NIE:
Position:
Credit retention period:
Start date: _____ End date: _____
<p>MAIN TASKS subject of the extension of the CONTRACT. <i>(This should include scientific and technical tasks to be carried out in the framework of the above-mentioned project, which will be completed by the foreseen date of the addendum).</i></p> Description:

Documentation to be attached: Supporting memorandum, signed by the Principal Researcher.
 -In the case of a change of PI in the new project to be assigned, a letter of conformity signed by the new person in charge must be attached, certifying that the project belongs to the line of research.

(Date and signature)

SIGNED BY	SIGNATURE DATE
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SUPPORTING MEMORANDUM

MR./MS. _____

With DNI/Passport/NIE _____ as Principal Researcher of the project with reference number _____, for the continuation of the fixed-term contract of

MR./MS. _____

signed as per Article 23a of Law 14/2011, of 1 June, on Science, Technology and Innovation,

HEREBY NOTES:

1. That the purpose of the contract is to govern the project, as well as the development of specific activities of a finalist, non-structural nature.

2. These are specific and differentiated tasks from the rest of the research/technical activities carried out by the URJC, which cannot be carried out with its own means, and which have a duration that is linked to specific lines of research as long as there is sufficient funding.

3. That these tasks derive directly from the specific goals of the project/programme/research grant that finances the contract offered.

(Date and signature)

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