Approved by the Research Committe: October 22nd, 2026

PROTOCOL FOR THE PUBLICATION OF RESEARCH JOB OFFERS ON EURAXESS AND THE MANAGEMENT OF INTERNATIONAL APPLICATIONS (OTM-R)

This is an unofficial English translation, provided for information purposes only. In the event of any discrepancy between this translation and the Spanish version of this protocol, the Spanish version shall prevail.

Proposing Body: Vice-Rectorate for Research and Knowledge Transfer

Reference Framework: Human Resources Strategy for Researchers (HRS4R) – OTM-R Criteria (Open, Transparent and Merit-based Recruitment)

1. PURPOSE

To establish the standard procedure for the registration, dissemination and publication of research positions on the European EURAXESS Jobs platform, and to regulate the simplified international application channel. The ultimate aim is to guarantee the principles of openness, transparency and merit (OTM-R), removing the bureaucratic and linguistic barriers to attracting international talent.

2. SCOPE

This protocol is mandatory for all Units, Vice-Rectorates, Research Institutes and Departments of the University that manage the selection or recruitment of teaching and research staff (categories R1 First Stage Researcher, R2 Recognised Researcher and R3 Established Researcher) and project-related technical staff, to whom the European classification of researcher profiles does not apply.

3. DECENTRALISATION AND COORDINATION OF EURAXESS ACCOUNTS

To enable job offers to be published from different offices or managing units:

- **Coordinating Unit:** The European Projects Office (OPEI) shall be responsible for the technical coordination of the University's institutional profile on the EURAXESS platform.
- **User Registration and Management:** Units wishing to publish job offers shall request the registration of their authorised users from the OPEI, stating name, institutional email address and unit/department.
- **Quality Supervision:** The OPEI shall provide technical advice to new offices to ensure compliance with the format and content standards required by the European Commission.

4. OPERATIONAL PROCEDURE FOR PUBLICATION AND TRANSLATION

The workflow shall be structured in the following stages:

- **1. Local Approval of the Call:** The managing unit shall wait for the call to be approved and officially published on the University's official website.
- **2. Translation and Standardisation:** The managing unit shall translate the essential elements of the call into English for inclusion in EURAXESS Jobs.
- **3. Publication on EURAXESS Jobs:** The unit shall log in with its authorised credentials, complete the mandatory fields of the European form and attach the official call in PDF format.
- **4. Evidence Record (HRS4R Audit):** A PDF record of the offer published on EURAXESS (stating the date and offer ID) shall be generated and added to the administrative file as evidence of international dissemination.

5. ACCESSIBILITY AND INTERNATIONAL APPLICATION MECHANISM (OTM-R Safeguard)

In order to avoid the access barriers arising from national electronic identification systems (Electronic Office / Digital Certificate / Cl@ve), which prevent international candidates from participating smoothly, the following simplified procedure is established:

5.1. Bilingual Institutional Application Form

- **Submission Channel:** For offers advertised on EURAXESS, a direct link (**How to Apply**) shall be provided to a Bilingual Corporate Form (Spanish/English) hosted exclusively within the University's secure institutional Google Workspace environment.
- **Required Documentation:** Candidates may enter their personal details and attach the documents required by the call, written in English or Spanish, directly through this form.
- **Data Protection (GDPR):** The form shall compulsorily include the University's Data Protection information clause. Access to the data collected shall be strictly limited to the authorised staff of the managing unit and to the Selection Committee.

5.2. Processing and Inclusion in the Administrative File

- **Validity of the Application:** Applications received through the corporate form within the deadline set in the call shall be considered fully valid for the purposes of participation in the selection process.
- **Referral to the Committee:** The managing unit shall compile the applications received through this channel and formally forward them to the Selection Committee for assessment on strictly equal terms with national candidates.
- **Deferral of Formal Accreditation:** Sworn translations, certified copies, official recognition or a declaration of equivalence of foreign qualifications or submission through the Electronic Office shall only be required from the person proposed for appointment, prior to the signing of the contract.

6. CHECKLIST OF MANDATORY MINIMUM CONTENT ON EURAXESS

Each offer published on EURAXESS shall explicitly include the following elements:

Mandatory Field	Content / OTM-R Requirement
Offer Title	Clear, descriptive title in English, free of gender bias.
Researcher Profile	Official European classification: R1, R2 or R3. Research positions only; not applicable to technical staff positions.
Application Deadline	Application period (10 working days).
Selection Process	Assessment criteria and their explicit percentage weighting (scoring scale).
Working Conditions	Type of contract, working hours, indicative salary.
How to Apply	Link to the Bilingual Corporate Application Form.
Equal Opportunity Statement	Institutional statement on equal opportunities and non-discrimination.