



UGR

Universidad
de Granada

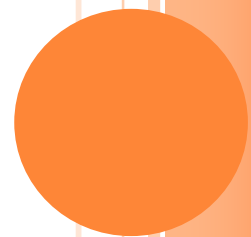
HR EXCELLENCE IN
RESEARCH:
Strategy and Action Plan

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Team Group for HRS4R in the UGR

21/4/17

v 2.0



HR EXCELLENCE IN RESEARCH:

Strategy and Action Plan

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ABOUT THE UNIVERSITY OF GRANADA

The University of Granada (UGR) is a public university situated in the historical city of Granada. It was founded by the Emperor Charles V in the year 1531 and is one of the most significant universities in Europe in terms of its historical importance. We also have campuses in the cities of Ceuta and Melilla in Northern Africa, making the UGR the only European university with campuses on two continents.

In Granada, there are four university campuses, as well as the “Campus Centro”, in which all the centres spread throughout the historic part of the city are brought together. The UGR's policy of using buildings of historical and cultural value has enriched its heritage, as well as promoting the restoration and maintenance of these buildings. In addition to this emphasis on more traditional elements, the Health Science Technological Park, which is still being developed, demonstrates our strong commitment to innovation by promoting interaction with technological bio-health companies and favouring high-quality healthcare and biomedical knowledge. There are two other UGR campuses in the cities of Ceuta and Melilla, in Northern Africa.

Over 60,000 undergraduate and postgraduate students study at the UGR, with another 20,000 students taking additional courses, language courses, summer courses etc. The university employs 3,650 lecturers and over 2,000 administration, technical and maintenance staff.

At present, courses for 75 different qualifications are taught in 116 departments in the 28 teaching centres of the UGR. The Postgraduate School offers 68 master's courses, 116 doctorate programmes and 113 additional courses.

BACKGROUND TO HRS4R

The UGR is firmly committed to investing in innovation and excelling in research. Thanks to this commitment, the BioTIC Campus, which excels in the areas of Biohealth, ICTs, Earth System Sciences, and Heritage and Culture, has been designated an International Campus of Excellence by the Spanish Government.

As the principles of the “Charter for European Researchers” and the “Code of Conduct for the Recruitment of Researchers” are fully in line with UGR’s strategic goals and ongoing development plans, in April 2016 the University of Granada signed the Declaration of Commitment, following these principles.

Specifically, the European Charter for Researchers outlines the functions, responsibilities and rights of investigators and their employers. The aim is to ensure that the relation between these parties contributes to a successful performance in the generation, transfer and shared use of knowledge, as well as the professional development of researchers from the early stages of their contracts.

Moreover, the Code of Conduct for the hiring of researchers was drawn up to improve enrolment, so that selection procedures are fair and transparent. The researcher’s merit should be measured not only by the number of publications, but also by a wider range of evaluation criteria, such as education and teaching, supervision, teamwork, knowledge transfer, management and public awareness-raising activities.

To help adjust the research institutions to the Charter and Code principles, the Commission set out a procedure through which those institutions that are interested in including these principles could design their own Human Resources Strategy.

This procedure is made up of five main steps:

1. The research institution or funding organisation carries out an internal analysis (i.e. Gap Analysis) according to a standard template, grouping all the 40 Charter & Code principles in 4 areas (‘Ethical and

- professional aspects', 'Recruitment', 'Working conditions & social security' and 'Training').
2. The research institution or funding organisation publishes its "Human Resources Strategy for Researchers" on its website in an easily-accessible place and also in English. It should summarise the main results of the internal analysis and present the actions proposed to ensure and/or improve alignment with the Charter & Code principles.
 3. Provided that the above steps are formally respected and both the Gap Analysis and the Action Plan are submitted within set cut-off dates, the European Commission "acknowledges" that the participating research institution or funding organisation has adopted a Human Resources Strategy for researchers.
 4. The research institution or funding organisation implements its HR strategy and conducts a self-assessment within the framework of its existing internal quality assurance mechanisms. This self-assessment should be undertaken regularly, at a minimum every second year after the HR award.
 5. External evaluation: at least every four years after the HR award the research institution or funding organisation drafts a short report, showing the progress made towards the objectives of its HR Strategy for Researchers and its compliance with the principles of the Charter & Code.

METHODOLOGY/ESTABLISHMENT OF THE UGR WORKING GROUP FOR HRS4R

For the first stage, the UGR formed a working group composed of members belonging to three different Vice-Rectorates: Research and Transfer, Teaching and Researching Staff and Internationalization. Its mission was to elaborate the internal analysis described in step 1, leading to an Action Plan. The analysis was based upon the standard template in which the 40 Charter and Code Principles are defined.

The group was formed in November 2015 and started with the design of the survey which was the base for developing the Action Plan. The survey was sent out to the university community (researchers and teaching staff) in December 2015. Subsequently the responses were analysed by the working group and used as the basis for a draft of the Action Plan, which was finalized in May 2016. The draft was presented to our stakeholders in order to receive their feedback with new outcomes that would make up the final document for the Action Plan, a shared wish for all the university community.

Survey

The questionnaire design is based on the template used for the general analysis. Having revised all the questions forming part of the template the UGR's working group decided to focus the questionnaire on the weakest points of the UGR's institutional policy.

For each topic the question focused on the researcher's perception of the degree of adaptation of the UGR's policy to the corresponding principle as well as on the greater or lesser interest of the topic for the researcher.

The answers to all questions ranged from 1 to 5 with 1 being "void/none" and 5 "very good/very high".

The questionnaire was sent to the researchers linked to the UGR who can be divided into the following categories: those occupying a teaching position, non-permanent researchers and researchers in training.

The survey was revised by personnel of the Vice-Rectorate for Research and Transfer and sent by e-mail to 1,590 researchers. The answers were received by internet between 11 and 20 January 2016.

Results of the Survey

Table 1 shows the total number of researchers who received the surveys and the percentage participating according to the researchers' categories.

Category	Total	Percentage
Teachers	1,019	64%
Hired researchers	571	36%

Table 1: Total number of respondents and participation

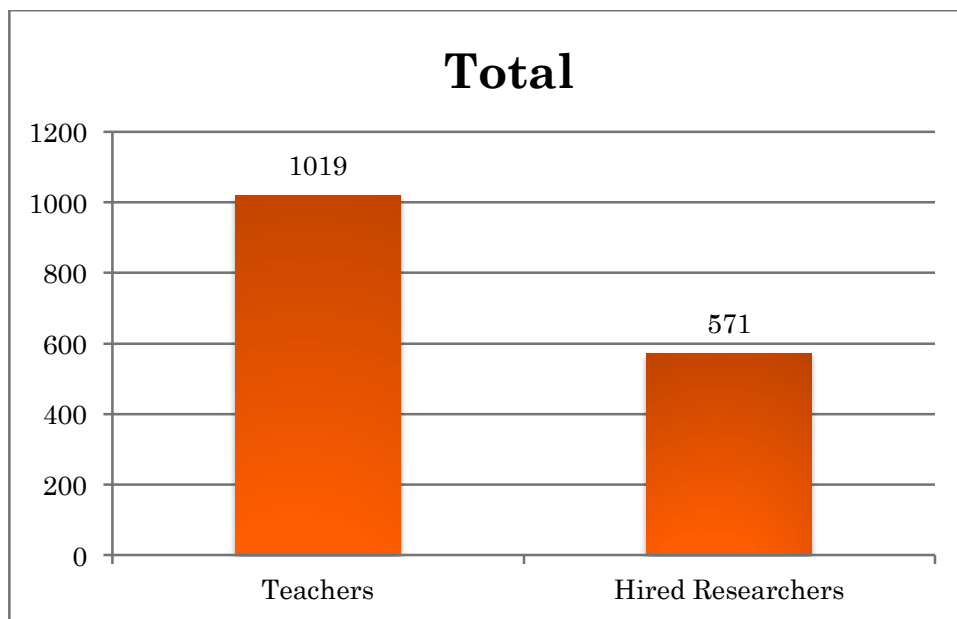


Figure 1: Number of respondents according to the category

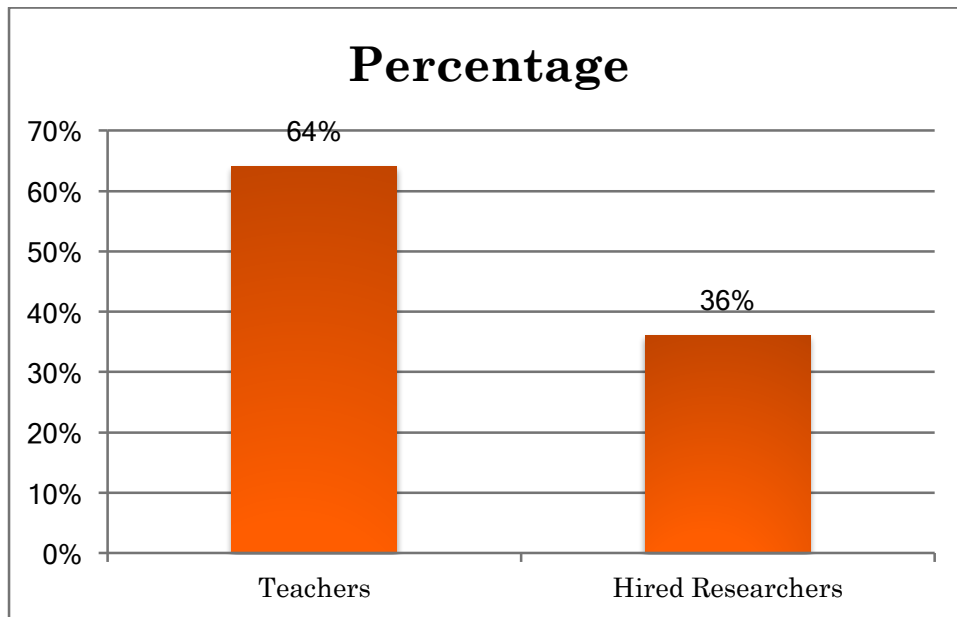


Figure 2: Participation according to the respondents' categories

Category	Total	Percentage
Teachers	265	66,42%
Non-permanent researchers	81	20,30%
Researchers in training	53	13,28%

Table 2: Responses according to the respondents' groups

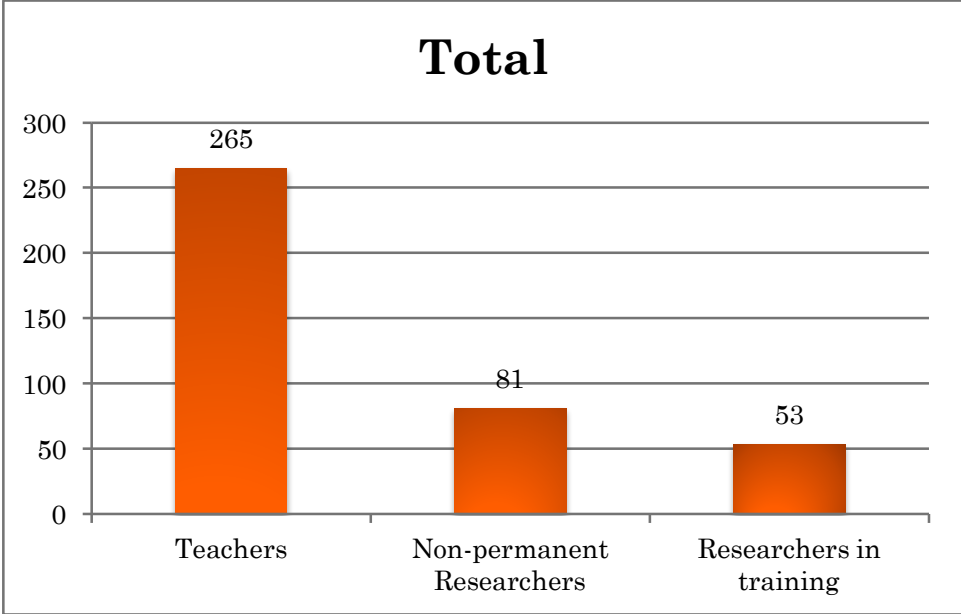


Figure 3: Number of responses according to the respondents' categories

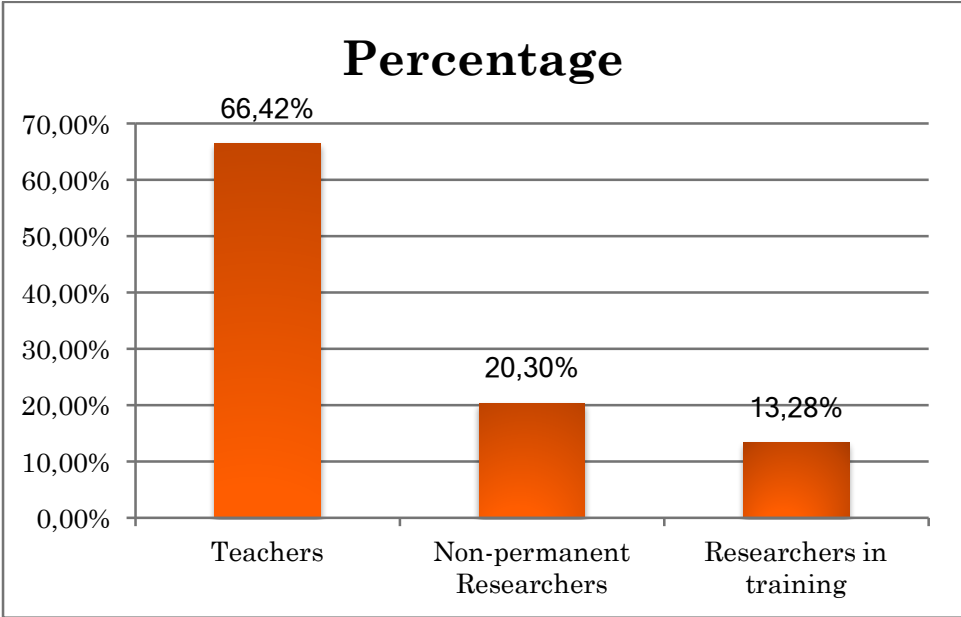


Figure 4: Replies: participation according to the respondents' categories

Results detailed per question

	QUESTION	MEAN
1	Public engagement : in your opinion, to what extent does the UGR contribute to ensuring that the researchers research activities are made known and understood by society with the aim of changing the public's priorities and worries in relation to the science and technology?	2,91
2	Relationships with supervisors: in your opinion, to what extent does the UGR encourage organized contact between researchers, their supervisor(s) and faculty/departmental representative(s), keeping records of work progress and research findings?	2,34
3	Post-doctoral appointments: in your opinion, to what extent does the UGR establish clear rules and explicit guidelines for the recruitment of postdoctoral researchers, including the maximum duration and the objectives of the contracts?	2,86
4	Access to research training and continuous development: in your opinion, to what extent does the UGR ensure that all researchers are given an opportunity to improve their employability through access to measures for the continuing development of skills and competencies?	2,67
5	Selection: in your opinion, to what extent does the UGR include in the selection committees experts from diverse expertise areas, competences, sectors and disciplines, resulting in an adequate gender balance and relevant experience and level of education?	2,52
6	Contractual and legal obligations: in your opinion, to what extent does the UGR ensure that the researchers are familiar with the national, sector or institutional regulations governing training and working conditions, including intellectual property rights and the requirements and conditions of sponsors or funders?	2,55
7	Recognition of mobility experience: in your opinion, to what extent does the UGR consider mobility experience during research career, in other countries, research setting (public or private) or a change from one discipline to another as a valuable contribution to the professional development of a researcher?	3,13
8	Intellectual Property Rights: in your opinion, to what extent does the UGR ensure the researchers' legal protection and protection of Intellectual Property Rights in order for the researchers to reap the benefits of the exploitation (if any) of their R&D results, and specify what rights belong to each of the corresponding parts taking part in the process?	2,98
9	Working conditions: in your opinion, to what extent does the UGR ensure appropriate working conditions for researchers, including disabled researchers, essential for successful research performance in accordance with existing legislation and allowing the combination of family and work by means of different measures, such as flexible working hours or tele-working?	2,91
10	Continuing Professional Development: in your opinion, to what extent does the UGR encourage the researchers to improve their skills and competencies by different means, such as workshops, conferences, formal training or e-learning?	3,31
11	Recruitment: in your opinion, to what extent are the UGR's recruitment procedures open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised?	2,67
12	Selection process: in your opinion, to what extent do the transparency criteria (recruitment process characteristics, number of available positions, career development prospects) and the adequate merits of evaluation criteria form part of the UGR's researchers' selection process?	2,77
13	Mobility: in your opinion, to what extent does the UGR recognize the value of the geographical, inter-sector, inter-disciplinary and virtual mobility as well as mobility between public and private sectors?	2,71
		2,79

FEEDBACK FROM DIFFERENT UGR STAKEHOLDERS

In order for the university community to be properly informed concerning the process of preparation of the Action Plan, the working group created a website which contains information about HRS4R and its progress in relation to the development of the Action Plan. This website is available on the following link: <http://investigacion.ugr.es/pages/hrs4r>

The website consists of the following sections:

- Presentation of the Vice-Rector for Research and Transfer
- What the Charter and Code for Researchers means
- What the HRS4R award entails for the University of Granada
- Process stages
- Suggestion box
- Draft of the Action Plan

This information was prepared by the Vice-Rectorate for Research and Transfer by means of specific information reports directed to the whole university community as well as to the different groups meetings were held with in order for them to express their suggestions to be included in the Action Plan and to encourage their participation in the process.

Once the draft of the Action Plan was elaborated by the work group, it was transferred to the Governing Council, which approved it in one general meeting. This approval ushered the work group into a period of internal analysis and ensuing meetings with the stakeholder groups linked with the implementation of the Action Plan. These meetings took place in the Vice-Rectorate for Research and Transfer Knowledge headquarters.

The first meetings held were with the senior postdoctoral researchers. A meeting with the researchers of the Ramón y Cajal programme took place on 13 October 2016 and on 17 October 2016 the issue was discussed with other post-doctoral researchers of the university. All the valuable suggestions expressed during these meetings were included in the Action Plan. The researchers considered that the University of Granada meets the requirements of the Charter and Code for Researchers in terms of the “Open, transparent, merit-based recruitment” and “Ethical and professional aspects” sections; nevertheless, they felt there were shortcomings regarding the “Working conditions and social security” and “Training and career development” sections. The need for a specific plan to regulate professional research careers in the University of Granada was emphasized. By means of this plan special attention should be paid to the issue related to the

professional instability of the senior postdoctoral researchers: they are to be offered permanent contracts on an equal basis with other university teachers. The newcomers need be informed about the possibilities of their professional career development.

- A meeting with pre-doctoral fellows was scheduled for 21 October 2016, but no one attended.

- Finally, a meeting with researchers who are the principal investigators of research projects took place on 28 October 2016. Among the useful suggestions made the following can be highlighted:

- For national and international researchers who start their professional activity at the University of Granada, there is a necessity for more detailed information in relation to their working conditions and the possibilities for their professional development.

- Research merits should be given more importance within the process of access to teaching positions at the university, thus allowing the professional careers of senior researchers to be considered more adequately.

We are sure that this Action Plan is a result of a consensus among the governing bodies of the University of Granada with a decision capacity in relation to the research personnel as well as among the researchers' groups concerned.

It is an ambitious action plan which will strengthen aspects where our institution presents some weaknesses. At the same time the plan is realistic and can be implemented.

Our opinion is that the task is not over once the Action Plan has been presented, but rather that it has just commenced and needs the collaboration of all members of the university community. The process of the implementation of the measures foreseen should be based on agreement and participation. In this way, they will not be considered as imposed requirements, but as proposals adopted by the whole university community in order for the University of Granada to become a core to attract talent from Europe and all over the world.

ACTION PLAN OF THE UNIVERSITY OF GRANADA

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

“A Human Resources Strategy for Researchers incorporating the Charter and Code”

GLOSSARY OF TERMS

VRKT:	Vice-Rectorate for Research and Knowledge Transfer
RTO:	Research Transfer Office
IWC:	International Welcome Centre
Medialab:	Medialab Research Laboratory for Digital Culture and Society
VTL:	Vice-Rectorate for Teaching and Learning
CEVUG:	Centre for Virtual Teaching and Learning
VI:	Vice-Rectorate for Internationalization

I. Ethical and professional aspects

1. Research freedom			
<p>Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Constitución española (art. 44.2, 20.1, 20.4 y 149.15) • Ley Orgánica 6/2001, de 21 de diciembre, de Universidades • Ley 15/2003, de 22 de diciembre, Andaluza de Universidades • Ley 16/2007, de 3 de diciembre, Andaluza de la Ciencia y el Conocimiento • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación 	<p>Statutes of the University of Granada. (Decreto 231/2011 de 12 de Julio, BOJA nº 147 de 28 de Julio) Art. 104</p> <p>Good practice guidelines for research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p>	Not needed	

2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación • LEY 14/2007 DE 3 de Julio de Investigación Biomédica • Ley 32/2007 de 7 de Noviembre sobre experimentación animal • Ley 9/2003 de 25 de Abril de utilización de organismos modificados genéticamente • Ley Orgánica 15/1999 de 13 de Diciembre de Protección de datos de carácter personal • Ley 16/2007, de 3 de diciembre, Andaluza de la Ciencia y el Conocimiento 	<p>Regulation for Data protection of the University of Granada approved by the Governing Body on 4 December 2012</p> <p>http://secretariageneral.ugr.es/pages/proteccion_datos</p> <p>Ethics Committee UGR (http://investigacion.ugr.es/pages/etica)</p> <p>Good practice guidelines for research</p> <p>(http://investigacion.ugr.es/pages/etica/buenaspracticas)</p>	<p>Specific training in Ethical Principles and Good Practices in research issues will be given to all employees</p>	<p>VRKT/2017</p>

3. Professional responsibility

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not

be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Ley 21/2014 de 4 de Noviembre de Propiedad Intelectual Ley 24/2015 de 24 de Julio de Patentes 	<p>Good practice guidelines for Research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p>	Not needed	

4. Professional attitude			
Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación 	<p>Good practice guidelines for research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p>	Not needed	

	Instructions for the management of projects and research subsidies http://investigacion.ugr.es/pages/proyectos#_doku_instrucciones_para_la_gestion_de_proyectos_y_subvenciones_de_investigacion		
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5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley orgánica 6/2001, de Universidades • I Convenio colectivo PDI laboral Universidades de Andalucía • Ley 24/2015, de Patentes • Real Decreto Legislativo 2/2015, de 23 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto de los Trabajadores 	Good practice guidelines for research http://investigacion.ugr.es/pages/etica/buenaspracticas	<p>To elaborate a general rule for managing IPR within the UGR</p> <p>To redact the hired researcher's rights and obligations commitment</p> <p>To require the hired researcher to follow the Good Practice Code</p> <p>To include all the information referring to working conditions and rights and obligations in the Welcome Pack</p> <p>To hold a welcome meeting for national and international researchers</p>	<p>RTO/2017</p> <p>VRKT/2017</p> <p>VRKT/2017</p> <p>IWC/2017</p> <p>VRKT, IWC/2017</p>

		To disseminate the Good Practice Code amongst the hired researchers who become part of the UGR	VRKT/2017
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6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 38/2003, de Subvenciones • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación • Real Decreto 887/2006, de 21 de julio, por el que se aprueba el • Reglamento de la Ley 38/2003, de 17 de noviembre, General de Subvenciones 	<p>Good practice guidelines for Research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p> <p>Rules for the development of the UGR Budget</p> <p>http://gerencia.ugr.es/pages/vger_economia/presupuestos/basesdeejecuciondelpresupuesto2016</p>	Not needed	

7. Good practice in research			
<p>Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 31/1995, de Prevención de Riesgos Laborales • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación .Art10. Spanish Ethics Committe. • Ley orgánica 15/1999, de protección de datos de carácter personal 	<p>Good practice guidelines for research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p> <p>Regulation for data protection of the University of Granada approved by the Governing Body on 4 December 2012</p> <p>http://secretariageneral.ugr.es/pages/proteccion_datos</p> <p>Ethics Committee UGR http://investigacion.ugr.es/pages/etica</p> <p>Risk Prevention Service http://sspri.ugr.es</p>	Not needed	

8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Cap II. • Ley 21/2014 de 4 de Noviembre de Propiedad Intelectual • Ley 24/2015 de 24 de Julio de Patentes 	<p>Institutional repository of the University of Granada</p> <p>http://digibug.ugr.es/</p> <p>Web Portal for dissemination of scientific news and results</p> <p>Http://Canal.ugr.es</p> <p>http://medialab.ugr.es</p> <p>http://investigacion.ugr.es/ugrinvestiga/</p>	Not needed	

9. Public engagement			
<p>Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Cap III(arts.33, 34, 35 y 37) 	<p>Good practice guidelines for research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p> <p>Web Portal for dissemination of scientific news and results</p> <p>Http://Canal.ugr.es</p> <p>http://medialab.ugr.es</p> <p>http://investigacion.ugr.es/ugrinvestiga/</p>	<p>Broadcasting mass media will be used, such as medialab, social networks and communication of Videos For Science (A ciencia cerca).</p> <p>Use of bibliometrics and an open access to our research results through a new, more accessible web. (LIVEMETRICS)</p>	<p>Press office, Medialab /2017</p> <p>Medialab, VRKT/ 2016</p>

10. Non discrimination			
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Constitución española. Art 14, Art 9.2.,Art 35.1 • Ley orgánica 3/2007, para la igualdad efectiva entre mujeres y hombres. 	Non-discrimination and equality portal of the University of Granada http://inclusion.ugr.es/	Not needed	

11. Evaluation/ appraisal systems			
Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Procedimiento de evaluación de la actividad investigadora por la Comisión Nacional Evaluadora de la Actividad Investigadora (BOE de 3 de Diciembre de 2015) • Ley 38/2003, de Subvenciones (art. 22). 		Not needed	

<ul style="list-style-type: none">• Real Decreto 887/2006, <i>reglamento de la Ley 38/2003 de subvenciones</i>. Título I. (art.60).• Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público.• Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art. 5, 16 y 25.5 y disp. Trans. 5ª).			
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II. Recruitment

12. Recruitment			
Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público. • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art 16, Art 25. • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación. Art 8. 	Statutes of the University of Granada. (Decreto 231/2011 de 12 de Julio, BOJA nº 147 de 28 de Julio) (art. 132-135)	Not needed	

13. Recruitment (Code)			
Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público. Tit IV CAPI Art 55.2 b), Art 61. • Ley 2/2015, 23 Octubre, Estatuto de los Trabajadores. • Ley orgánica 6/2001, de Universidades Art 40 y ss. • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Sec 2ª. Art 20. 	<p>At present, the selective procedures of the UGR's Internal Research Plan take into account the competitive concurrence and external evaluation of candidates by independent bodies</p> <p>http://investigacion.ugr.es/pages/planprorio</p>	<p>To disseminate our Special Research Programme's calls to recruit PhD graduates through the EURAXESS job portal</p> <p>To broadcast our calls through social networks</p>	<p>VRKT / 2017</p> <p>VRKT, Medialab/2017</p>

14. Selection (Code)			
<p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público (art. 60); • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art. 5.2) y (art.15); 	<p>Resolution of 18 December 2015, of the University of Granada, which established for the year 2016 the regulatory bases and the calendar of publication of public tenders for the recruitment of researchers and technical personnel included in research projects.</p> <p>http://investigacion.ugr.es/pages/personal/calendario/boja29dic2015</p>	<p>To establish minimum qualification criteria (requirements) for members of Selection Committees</p> <p>To include in every Call the need to consider gender balance in Selection Committees</p> <p>To promote external evaluation in positions considered of greater responsibility, as an objectivity criterion</p>	<p>VRKT /2017</p> <p>VRKT / 2017</p> <p>VRKT / 2017</p>

15. Transparency (Code)			
<p>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público. TÍT IV CAP I Art 55.2 b) • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art 5, 16. • Ley 38/2003, de Subvenciones • Real Decreto 887/2006, de 21 de julio, por el que se aprueba el Reglamento de la Ley 38/2003, de 17 de noviembre, General de Subvenciones 	<p>Resolution of 18 December 2015, of the University of Granada, which established for the year 2016 the regulatory bases and the calendar of publication of public tenders for the recruitment of researchers and technical personnel included in research projects.</p> <p>http://investigacion.ugr.es/pages/personal/calendario/boja29dic2015</p>	Not needed	
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16. Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Constitución española Art 44.2, Art149. 1. 15ª. • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art 26. • Real Decreto 887/2006, de 21 de julio, por el que se aprueba el Reglamento de la Ley 38/2003, de 17 de noviembre, General de Subvenciones 	<p>Resolution of 18 December 2015, of the University of Granada, which established for the year 2016 the regulatory bases and the calendar of publication of public tenders for the recruitment of researchers and technical personnel included in research projects.</p> <p>http://investigacion.ugr.es/pages/personal/calendario/boja29dic2015</p> <p>The UGR is mainly a public body which acts as a host institution for researchers selected and funded by different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p>	Not needed	
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17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Tít II.Cap I. Sec II. CapII. Art 26. 	<p>The UGR is mainly a public body which acts as a host institution for researchers selected and funded by different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p>	Not needed	

18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding)	Existing institutional rules and/or	Actions required	When/Who

the implementation of this principle)	practices		
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación. Art.16, Art 37, 3. • Ley orgánica 6/2001, de Universidades Art 40 y 41, Art 76 B 2, Art 88.3. 	<p>The UGR is mainly a Public Body which acts as a host institution for researchers selected and funded by different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p> <p>Internal Research Plan (Programmes 9 and 21)</p> <p>http://investigacion.ugr.es/pages/planpr opio</p>	UGR will strengthen the involvement in international mobility programmes, the return of researchers and the development of Special Researchers Programmes that take these points into consideration.	VRKT/2017
<p>19. Recognition of qualifications (Code)</p> <p>Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación. Art.1.2 Objeto. Art.8.2. 	<p>The UGR is mainly a public body which acts as a host institution for researchers selected and funded by</p>	Not needed	

<ul style="list-style-type: none"> • Real Decreto 1393/2007 por el que se regulan los Estudios universitarios oficiales. • Real Decreto 1837/2008, de incorporación de la directive europea • 2005/36/CE regarding professional qualifications. • Ley Orgánica 6/2001, de 21 de diciembre, de Universidades 	<p>different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p> <p>Resolution of 18 December 2015, of the University of Granada, which established for the year 2016 the regulatory bases and the calendar of publication of public tenders for the recruitment of researchers and technical personnel included in research projects.</p> <p>http://investigacion.ugr.es/pages/personal/calendario/boja29dic2015</p>		
<p>20. Seniority (Code)</p> <p>The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.</p>			
<p>Relevant legislation (permitting or impeding the implementation of this principle)</p>	<p>Existing institutional rules and/or practices</p>	<p>Actions required</p>	<p>When/Who</p>

21. Postdoctoral appointments (Code)			
<p>Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.20, 21 y 22). • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación. D.a.6 • Real Decreto Legislativo 2/2015, de 23 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto de los Trabajadores • Ley 16/2007, de 3 de diciembre, Andaluza de la Ciencia y el Conocimiento * (BOJA núm. 250 de 21/12/2007) * artículo 27.1 modificado por artículo 3 del Decreto Ley5/2010, de 27 de julio 	<p>The UGR is mainly a public body which acts as a host institution for researchers selected and funded by different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p> <p>Internal Research Plan (Programmes 9 and 21)</p> <p>http://investigacion.ugr.es/pages/planprpio</p>	<p>We will look into measures which, within the Special Researchers Plan, would help the long term development of a researcher's career through postdoctoral contracts</p> <p>We will look into measures to boost the development of the post-doc researchers' professional careers who were hired for investigation projects.</p>	<p>VRKT/2017</p> <p>VRKT, University Director's Office /2017</p>

III. Working conditions and social security

22. Recognition of the profession			
All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art 13, Art 14, Art 25, Art 27. 	<p>Good Practice Guidelines for Research</p> <p>(http://investigacion.ugr.es/pages/etica/buenaspracticas)</p>	Dissemination of our Researchers' Code of Good Practices amongst professors in charge of projects to achieve an effective engagement in its implementation	VRKT/2017

23. Research environment			
Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.			

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art14. D. Ad. 8. 2. b) and c) 	<p>Good Practice Guidelines for Research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p>	We will establish a welcome protocol for new researchers (national and international) where rights and access to different services of the UGR will appear in line with those of existing researchers	VRKT, VI /2017

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley orgánica 3/2007, para la igualdad efectiva entre mujeres y hombres. Cap II. (Art. 44, 51 y 56) Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art. 14.j) Real Decreto Legislativo 2/2015, de 23 de octubre, por el que se aprueba el 	<p>Adoption of labour and social security regulations, e.g. eliminating architectural barriers.</p> <p>Annual call for social provisions</p>	<p>We will establish a welcome protocol for new researchers (national and international) where rights and access to different services of the UGR will appear in line with those of existing researchers</p> <p>Our Internal Research Plan will be adapted to improve the inclusion of candidates with special</p>	<p>VRKT, IWC/2017</p> <p>VRKT/2018</p>

texto refundido de la Ley del Estatuto de los Trabajadores	http://gas.ugr.es/	educational needs, be it because of a disability or needs in balancing family and work.	
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25. Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive on Fixed-Term Work*.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Directive 1999/70/CE regarding Framework agreement of CES, la UNICE y el CEEP about Fixed-Term Work • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Sec II. Art 20, Art 25. 	<p>The UGR provides a plan for the stabilization of senior researchers (Ramón y Cajal Programme) evaluated positively by an external agency (Programme i3) to access permanent teaching staff</p> <p>“PLAN DE DOTACIÓN DE PLAZAS DE PROFESORADO PARA INCORPORACIÓN DE INVESTIGADORES A LOS DEPARTAMENTOS DE LA UNIVERSIDAD DE GRANADA”</p> <p>http://vicepdi.ugr.es/pages/pdi/documentos/incorporacion-de-investigadores</p>	Not needed	

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación. Art 5. • Real Decreto Legislativo 2/2015, de 23 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto de los Trabajadores Art11.e) Art 26.3 Art 37. • Real Decreto Ley 1/1994, Ley General de la Seguridad Social. Art 24. CAP IV BIS. TÍT III. Art 205 y 206. 	<p>The UGR is mainly a public body which acts as a host institution for researchers selected and funded by different external committees and therefore our researchers should fulfil the requirements included in every external call in which they participate</p> <p>Internal Research Plan (Programmes 9 and 21)</p> <p>http://investigacion.ugr.es/pages/planprorio</p>	Not needed	

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be

achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Constitución española. Art 14. • Ley orgánica 3/2007, para la igualdad efectiva de mujeres y hombres. Art 5 TÍT V. CAP I. Art 51. CAP II Art 52. Art 53. Art 54. 	<p>The UGR has a specific unit for non-discrimination and equality issues http://inclusion.ugr.es/</p> <p>Gender balance of present pre-doc and post-doc researchers in the UGR. Current data (7/11/16): Pre-doc male: 217, female: 213 Post-doc male: 78, female: 82</p>	Not needed	

28. Career development			
Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.			
Relevant legislation (permitting or impeding)	Existing institutional rules and/or	Actions required	When/Who

the implementation of this principle)	practices		
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.6, 12, 13, 14 y 25). • Ley 14/2007 de Investigación Biomédica Art.10.2 		<p>To elaborate a specific plan which regulates the development of researchers' professional careers in the UGR, focusing on the recognition of merits of senior researchers in order to provide more stability in their work contracts</p> <p>To work out an informative document which includes different possibilities for professional career development at the UGR. The document will be handed to new researchers who start their career in our institution.</p>	<p>VTL, VRKT, Rector/2017</p> <p>VTL, VRKT/2018</p>

29. Value of mobility

Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2007 de Investigación Biomédica. Art 86.1. • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación 		We will explore positive-discrimination measures, taking into account inter-sectorial and geographical mobility along with collaboration	VRKT, Director for Academic Organization/

(art.17).		with other researchers' fields	2017
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30. Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
	The UGR has a specific unit for career development and employment: http://cpep.ugr.es	Not needed	

31. Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who

<ul style="list-style-type: none"> • Ley 21/2014 de 4 de Noviembre de Propiedad Intelectual • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.35). • Ley 20/2003, de propiedad industrial • Real Decreto 55/2002, de 18 de enero, sobre explotación y cesión de invenciones realizadas en los entes públicos de investigación. • Ley 24/2015, de 24 de julio, de Patentes 	<p>The UGR offers specific training on IPR to all of our researchers</p> <p>http://otri.ugr.es/patent-blog/</p>	<p>A new regulation will be created regarding copyright and industrial property rights.</p> <p>Specific training on IPR issues will be taught to master's and doctoral students</p> <p>We will promote the importance of IPR protection knowledge amongst the UGR's research community</p>	<p>RTO/2017</p> <p>RTO/2017</p> <p>RTO/2017</p>
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32. Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 16/2007, de 3 de diciembre, Andaluza de la Ciencia y el Conocimiento* (BOJA núm. 250 de 21/12/2007) • Ley 14/2011, de 1 de junio, de la 	<p>Good Practice Guidelines for Research</p> <p>http://investigacion.ugr.es/pages/et</p>	<p>Not needed</p>	

<p>Ciencia, la Tecnología y la Innovación</p> <ul style="list-style-type: none"> • Ley 24/2015, de 24 de julio, de Patentes 	<p>ica/buenaspracticas)</p>		
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33. Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación Art 31. • Ley Orgánica 6/2001, de 21 de diciembre, de Universidades • Ley 15/2003, de 22 de diciembre, Andaluza de Universidades (BOJA núm. 251 de 31/12/2003) 	<p>The UGR carries out a regulation for teaching collaboration in its Organization Teaching Plan directed to hired researchers (with the purpose of completing their teaching training), to avoid excessive responsibility which could make it difficult to develop their research careers. The UGR's priority is the development of the researchers' careers.</p> <p>http://secretariageneral.ugr.es/bougr/pa ges/bougr106/_doc/acg1062</p>	<p>Not needed</p>	

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34. Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
	<p>The UGR has an Ombudsman, who deals with the complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers</p> <p>http://www.ugr.es/%7Edefensor/defensor.htm</p>	Not needed	

35. Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.8, 9,10); 	<p>The researchers (including early researchers) have representation in the decision-making bodies from department level to the Governing Council (Claustro)</p> <p>Statutes of the University of Granada. (Decreto 231/2011 de 12 de Julio, BOJA nº 147 de 28 de Julio) Art. 89</p>	Not needed	

IV. Training

36. Relation with supervisors			
<p>Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación. (Art.7) (D.a.6ª) 	<p>Good Practice Guidelines for Research</p> <p>http://investigacion.ugr.es/pages/etica/buenaspracticas</p>	<p>Dissemination of our Researchers' Code of Good Practices amongst professors in charge of projects to achieve an effective engagement in its implementation</p>	<p>VRKT/2017</p>

37. Supervision and managerial duties			
<p>Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.</p>			
Relevant legislation (permitting or impeding)	Existing institutional rules and/or	Actions required	When/Who

the implementation of this principle)	practices		
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación 	<p>Good Practice Guidelines for Research</p> <p>(http://investigacion.ugr.es/pages/etica/buenaspracticas)</p>	Not needed	

38. Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.14.1.k); Real Decreto 63/2006 Estatuto del Personal Investigador en Formación (art. 4 and 5) Ley Orgánica 6/2001, de 21 de diciembre, de Universidades Ley 15/2003, de 22 de diciembre, Andaluza de Universidades (BOJA núm. 251 de 31/12/2003) 	<p>First Training Plan from the Vice-Rectorate for Research and Transfer (2015/2016). Following new editions every academic year</p> <p>http://investigacion.ugr.es/pages/planformacion</p>	Dissemination of the eCampus virtual learning platform will be carried out, creating new blended courses and seminars for researchers, thus creating training itineraries.	CEVUG/ 2017

39. Access to research training and continuous development			
Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
<ul style="list-style-type: none"> • Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación (art.14.1.k). • Real Decreto 63/2006 Estatuto del Personal Investigador en Formación (art. 4 and 5). • Real Decreto Legislativo 5/2015, de 30 de octubre, por el que se aprueba el texto refundido de la Ley del Estatuto Básico del Empleado Público. (art. 14.1.g). 	<p>First Training Plan from the Vice-Rectorate for Research and Transfer (2015/2016). Following new editions every academic year</p> <p>http://investigacion.ugr.es/pages/planformacion</p>	Not needed	

40. Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing institutional rules and/or practices	Actions required	When/Who
	Good Practice Guidelines for Research (http://investigacion.ugr.es/pages/etica/buenaspracticas)	Not needed	