

# 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”

### Annex 2: Internal analysis

#### I. Ethical and professional aspects

1. Research freedom			
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.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Spanish Constitution. Section 44. 2:</b> The public authorities shall promote science and scientific and technical research for the benefit of the general interest.</p> <p><b>Section 20.1.</b> The following rights are recognised and protected: a) the right to freely express and spread thoughts, ideas and opinions through words, in writing or by any other means of reproduction. B) the right to literacy, artistic, scientific and technical production and creation.</p> <p><b>Section 20.4.</b> These freedoms are limited by respect for the rights recognised in this Part, by the legal provisions implementing it, and especially by the right to honour, to privacy, to the own image and to the protection of youth and childhood.</p> <p><b>Section 149. 15.</b> The State shall have exclusive competence Over promotion and general coordination of scientific research.</p> <p><b>Spanish Law (14/2011) of Science, Technology and Innovation.</b> Preliminary Title. General Provisions.</p> <p><b>Organic Law 6/2001, of December 21st, on Universities.</b> Section 40 and following.</p> <p><b>Current Spanish Budget Act.</b></p> <p><b>Organic Law 2/2012, of April 27th, on Budgetary and Financial Stability</b></p>	<p><b>Statutes of the University of Cordoba (UCO)</b></p> <p><b>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</b></p> <p><b>UCO Code of Responsible Practice and Integrity in Research.</b> <b>(Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</b></p> <p><b>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</b></p> <p><b>Regulation of recognition of teaching, research and management activities of University teachers (minimum of teaching hours)</b></p>	<p><b>Improvement actions:</b> <b>Dissemination</b></p> <p><b>Inclusion of the documents at the researcher’s portal</b></p> <p><b>welcome kit for novel and/or visiting researchers pointing out the corresponding relevant legislation (document available both in English and Spanish)</b></p>	<p><b>Vice-Rectorate for International Relations,</b> <b>Vice-Rectorate for Research, Vice-Rectorate for Institutional Coordination and Infrastructure</b></p>

<b>2. Ethical principles</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Law of Public Employees.</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation. Section 10. Spanish Committee of Ethics in Research.</p> <p>Spanish Law 15/199, of December 13th, on personal data protection.</p> <p>Spanish Law 14/2007, of July 3rd, on biomedical research.</p> <p>Royal Decree 53/2013, of February 1st, establishing the basic regulations applicable for protection of animals used in experimentation and other scientific purposes, including teaching.</p> <p>Regional Law 4/2014, of December 9th, modifying Law 7/2003, of October 20th, regulating research in Andalusia with human embryos not viable for in-vitro research. Law 1/2007, of March 16th, regulating research on celular reprogramming with therapeutical uses.</p> <p>Regional Law: Decree 368/2015, of August 4th, regulating the Andalusian Committee of Ethics in Research on biological samples of embryonic nature and similar cells, authorization procedure and the research projects registry.</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30th, 2012).</p> <p>UCO Code of Responsible Practice and Integrity in Research. (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</p> <p>Specific regulations of research projects.</p>	<p><b>Improvement Actions:</b> Dissemination</p> <p>Inclusion of the documents at the researcher's portal</p> <p>welcome kit for novel and/or visiting researchers pointing out the corresponding relevant legislation (document available both in English and Spanish)</p>	<p>Vice-Rectorate for International Relations, Vice-Rectorate for Research</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
<p>Spanish Law 14/2011 of Science, Technology and Innovation.</p> <p>Spanish Law 11/1986 of Patents.</p> <p>Law 24/2015, of July 24<sup>th</sup> on Patents</p> <p>Law 12/1975, of March 12<sup>th</sup>, on Protection of Plant Varieties.</p> <p>Law 21/2014, of November 4<sup>th</sup>, modifying the consolidated wording of the Intellectual Property Law, approved by Royal Decree 1/1996, of April 12<sup>th</sup>, and Law 1/2000, of January 7<sup>th</sup>, of Civil Procedure.</p> <p>Law 2/2011, of March 4<sup>th</sup>, on Sustainable Economy. Sections 54 and 55. (Intellectual Property in Knowledge Transfer)</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>UCO Code of Responsible Practice and Integrity in Research. (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</p> <p>UCO Valorisation Unit.</p> <p>Courses on protection of Results (OTRI, KTO)</p>	<p><b>Improvement Actions:</b></p> <p><b>Dissemination</b> welcome kit for novel and/or visiting researchers pointing out the corresponding relevant legislation (document available both in English and Spanish)</p> <p>Specific Training of novel researchers on UCO Strategic Plan, Andalusian PAIDI 2020, Spanish Scientific and Technical Research Plan and Responsible Research and Innovation (RRI)</p>	<p>Vice-Rectorate for Postgraduate and Continuous Training, Vice-Rectorate for Research, Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

<b>4. Professional attitude</b>			
<p>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.</p>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Law 14/2011 of Science, Technology and Innovation.</p> <p>Current Spanish Budget Act.</p> <p>H2020.</p> <p>Spanish Plan for Scientific and Technical Research.</p> <p>Andalusian Plan for Research, Development and Innovation (PAIDI) 2020.</p> <p>Andalusian Universities new financing model.</p> <p>Regulations of other organisms (Health Institute Charles III, Spanish Foundation of Science and Technology...).</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>UCO Code of Responsible Practice and Integrity in Research. (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</p> <p>Regulation for application and management of International R+D Projects</p> <p>Current UCO Budget.</p>	<p>Dissemination.</p>	<p>Vice-Rectorate for Research</p> <p>Vice-Rectorate for Postgraduate and Continuous Training</p>

<b>5. Contractual and legal obligations</b>			
<p>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.</p>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training (Sections 4, 6 and 7).</p> <p>Law 14/2007, of July 3rd, of Biomedical Research (Title II).</p> <p>Organic Law 6/2001 of December 21st, of Universities.</p> <p>Decree 1/2013, of January 8th, approving the consolidated wording of the Law of Andalusian Universities (L.A.U.).</p> <p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act. (art.5) Title I. Chapter I. Section IV (Arts.10-13).</p> <p>Royal Decree 55/2002, of January 18th, on Exploitation and transfer of inventions by Public research bodies, according to Art. 20 of Law 11/1986, of March 20th, of Patents.</p> <p>Law 11/86, of March 20th on Patents. Law 24/2015, of July 24<sup>th</sup> on Patents</p> <p>Law 21/2014, of November 4th, modifying the consolidated wording of Intellectual Property Act approved by Royal Decree 1/1996, of April 12th, and Law 1/2000, of January 7th, of Civil Procedure.</p>	<p>UCO Regulation about profit distribution derived from exploitation of patents, trademarks, utility models, plant varieties and computer programs, in line with that established at Art. 20 of Law 11/1986, of March 20<sup>th</sup>, of Patents. Courses on Protection of Research Results (given by OTRI, KTO).</p> <p>UCO Statutes.</p>	<p>Dissemination</p> <p>welcome kit for novel and/or visiting researchers pointing out the corresponding relevant legislation (document available both in English and Spanish)</p>	<p>Vice-Rectorate for Human Resources Vice-Rectorate for Research Vice-Rectorate for International Relations</p>

## 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
<p>Law 38/2003, of November 17th, of General Subsidies.</p> <p>Law 14/2011, of June 1st, of Science, Technology and Innovation.</p> <p>Law 2/2011, of March 4th, on Sustainable Economy.</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>UCO Code of Responsible Practice and Integrity in Research. (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</p> <p>Procedures for economic justification (Economic Management Unit).</p> <p>UCO Transparency portal.</p> <p>General Regulation for research contracts and grants.</p> <p>Instructions for implementation of FEDER Communication Plan.</p> <p>Specific training on eligibility once a project has been approved for financing.</p>	<p>Dissemination</p>	<p>Vice-Rectorate for Research</p> <p>Economic Management and Research Management University Units</p>

## 7. Good practice in research

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Spanish Constitution. Art. 40.2.</b> Public authorities shall ensure <b>occupational safety and health.</b></p> <p><b>Law 31/1995, of November 8th, on Occupational Risk-Prevention. Art. 38. Safety and Health Committee.</b></p> <p><b>Law 14/2011, of June 1st, on Science, Technology and Innovation. Art. 10. Spanish Committee of Ethics in Research. 9th Additional Provision: Personal Data Protection.</b></p>	<p><b>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</b></p> <p><b>UCO Code of Responsible Practice and Integrity in Research.</b> (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p><b>Committee of Good Practices and Integrity in Research (established on 04/10/2016).</b></p> <p><b>UCO Transparency Portal.</b></p> <p><b>Occupational Risk Prevention Service.</b></p> <p><b>The Occupational Prevention Risk Office offers custom courses for the different University Departments or research units.</b></p>	<p><b>Compulsory risk prevention courses before accessing the labs.</b></p>	<p><b>Occupational Risk Prevention Service</b></p>

<b>8. Dissemination, exploitation of results</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Law (14/2011) of Science, Technology and Innovation.</p> <p>Royal Decree 55/2002, of January 18th, on exploitation and transfer of inventions by public research bodies, in line with that established at Art. 20, Law 11/1986 of March 20th on Patents.</p> <p>Law 2/2011, of March 4th, on Sustainable Economy.</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>UCO Code of Responsible Practice and Integrity in Research (approved by GC on 20/12/2013; Modified by GC on 18/12/2015).</p> <p>Committee of Good Practices and Integrity in Research (established on 04/10/2016)</p> <p>UCO Statutes.</p> <p>Government Council Agreement on distribution of the benefits derived from the exploitation of Patents, Trademarks, utility models, plant varieties or software (23-05-2008) .</p> <p>UCO Valorisation Unit.</p> <p>Courses on protection of research results.</p> <p>Technology offer catalogue (OTRI webpage).</p> <p>UCO Annual Plan for Scientific Dissemination (lines 3 and 4, dissemination of research results through UCONews and training of researchers on scientific dissemination).</p>	<p>Publication of a portfolio of patents and technologies available at UCO to be licensed (under preparation).</p> <p>Translation of UCoNews into English.</p>	<p>KTO, Knowledge Transfer Office</p> <p>UCOIDIOMAS and UCCi (Scientific Culture and Innovation Unit)</p>

## 9. Public engagement

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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Spanish Law (14/2011) of Science, Technology and Innovation.	UCO Annual Plan for Scientific Dissemination goals: i) Promotion of citizenship Scientific and Innovative Culture , ii) promotion of scientific vocations; iii) dissemination of UCO research results; iv) training of UCO researchers on scientific dissemination e.g. Science Week, Researchers´ night...  UCO Scientific and Innovative Culture Unit (UCCi) even organizes dissemination plans for research project proposals.	Dissemination	Vice-Rectorate for Research

## 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
<p>Spanish Constitution. Art. 14, .9.2 and 35.1.</p> <p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act. Section 2. Art. 4.2. c). Art. 17.1.</p> <p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Statute of the Civil Servant. Chapter 1. Article 14.</p> <p>Organic Law 3/2007, of Mach 22nd, for effective equality of men and women. Resolution of May 20<sup>th</sup> 2011, Secretary of State for the Civil Service, publishing the Minister Council Agreement (28/01/2011) approving the 1<sup>st</sup> Equality Plan for men and women at the General State Administration and its public bodies.</p> <p>Royal Decree 1/2013, of November 29th, General Law of rights of people with some disability and their social inclusion.</p>	<p>UCO 1st Equality Plan of men and women (approved by Government Council of 22/07/2016).</p> <p>UCO Equality Commission.</p> <p>1st meeting on Research and Teaching with a gender perspective: Leonor de Guzmán Chair (20 and 21 October 2016).</p> <p>Unit for attention to special needs (UANE).</p> <p>UCO Protocol for Prevention and Protection against sexual harassment or gender discrimination (approved by Government Council of 21/03/2013).</p> <p>University Ombudsperson.</p> <p>UCO Equality Unit.</p> <p>UCO Intercultural Chair.</p>	<p>Not required</p>	

## 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
<p>Law 38/2003, of November 17th, of General Subsidies (art. 22).</p> <p>Royal Decree 887/2006, of July 21<sup>st</sup>, approving regulation of Law 38/2003, of November 17th, of General Subsidies (art.60).</p> <p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Statute of the Civil Servant. Chapter 2. Art. 20.</p> <p>Spanish Law (14/2011) of Science, Technology and Innovation (arts. 5,16 and 25.5 as well as 5<sup>th</sup> Transitional Provision).</p> <p>Order of December 2nd, 1994 on Procedure for evaluation of research activity of University teaching staff civil servants.</p> <p>Decree 92/2011 of April 19th (creation of the Directorate for Accreditation and Evaluation. AAC).</p> <p>ACREDITA Program of ANECA.</p> <p>Evaluation of Andalusian Research Groups by AGAE.</p>	<p>Regulation of recognition of teaching, research and management activities of University teaching staff (Government Council agreement of 24/09/2015).</p>	<p>Not required</p>	

## II. Recruitment

<b>12. Recruitment</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act.</p> <p>Royal Decree 1313/2007, of October 5th, regulating the Access to University teaching bodies.</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation. Arts. 16 and 25.</p> <p>4th Collective Agreement for Andalusian Universities.</p> <p>3rd Collective Agreement for State General Administration.</p> <p>Royal Decree 63/2006, of January 27th, approving the Statute of the research personnel in training. Art. 8.</p>	<p>UCO Research Program. Calls 5 and 6.</p> <p>UCO Research Plan. Seedbed of researchers fellowships (for students)</p> <p>Galileo Plan fellowships. Seedbed of Entrepreneurs (students).</p> <p>UCO Regulation for recruitment of researchers (approved by Government Council of July 1<sup>st</sup> 2016)</p> <p>UCO Regulation on Access to University teaching bodies, internal promotions and provision of teaching vacancies (approved by GC of 30/10/2015).</p> <p>Regulation for PCD at UCO (Approved by GC of 05/02/2015).</p> <p>UCO Procedure for contracting researchers (available at UCO webpage).</p> <p>Reinforcement Program for Research and Transfer activity (approved by GC of 01/07/2006).</p>	<p>Improvement actions:</p> <p>Dissemination.</p>	<p>Vice-Rectorate for Human Resources and Vice-Rectorate for Research</p>

### 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
<p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Law of Public Employees. Title IV. Chapter I. Arts. 55.2b and 61.</p> <p>Royal Decree 1313/2007, of October 5th, regulating the access to teaching University bodies.</p> <p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act. Arts. 8.5., 11.1. and following, and Art. 22.</p> <p>Organic Law 6/2001, of December 21<sup>st</sup>, of Universities. Art. 40 and following. Spanish Law 14/2011 of Science, Technology and Innovation. Section 2. Art. 20.</p> <p>4th Collective Agreement for hiring staff (not civil servant) at Andalusian Universities.</p>	<p>General criteria for evaluation of merits of all teaching and research open positions at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p> <p>Regulation of UCO recruitment of researchers (approved by GC of 01/07/2016).</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p> <p>UCO Research Program. Calls 5 and 6.</p> <p>UCO Regulation of Access to University teaching bodies, internal promotions and provision of teaching vacancies (approved by GC of 30/10/2015).</p> <p>Regulation for PCD at UCO (Approved by GC of 05/02/2015).</p> <p>Regulation of UCO temporary teaching staff (approved by GC of 05/02/2015).</p> <p>Reinforcement Program for Research and Transfer activity (approved by GC of 01/07/2006)</p>	<p>Translation into English of recruitment procedures.</p> <p>The open calls for integration of Doctors corresponding to the UCO Research Plan will be disseminated through EURAXESS Portal. A working group will study which other calls should be included.</p>	<p>Vice-Rectorate for International Relations</p> <p>Vice-Rectorate for Academic Planning and Quality Assurance (UCOIDIOMAS)</p> <p>Vice-Rectorate for Research</p>

#### 14. Selection (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Law of Public Employees (art. 60).</p> <p>Royal Decree 1313/2007, of October 5th, regulating the access to teaching University bodies (art. 6).</p> <p>Collective Agreements for hiring staff at Andalusian Universities.</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation (Arts. 5.2. and 15).</p> <p>General Regulation for admission of personnel to the State General Administration, provision of job vacancies and promotion of civil servants (Chapter 3, Royal Decree 364/95 of March 10th).</p>	<p>UCO Statutes (art. 171).</p> <p>Appointment of technical commissions for evaluation of recruitment for research and teaching staff (approved by GC. Of 01/07/2016).</p> <p>UCO Regulation of research recruitment (approved by Government Council of July 1<sup>st</sup> 2016)</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p> <p>UCO Procedure for hiring researchers (available at UCO webpage and published at UCO Official Bulletin).</p>	<p>Gender Balance has been established at the main University bodies such as University Faculty, though advancing in some other cases (e.g. selection commissions) is necessary.</p>	<p>Vice-Rectorate for University Life and Social Responsibility</p>

**15. Transparency (Code)**

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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Law 7/2007, of April 12th, of Basic Statute for Public Employee. Title IV, Chapter 1, Art. 55.2 b).</p> <p>Spanish Law (14/2011) of Science, Technology and Innovation. Arts. 5 and 16.</p> <p>Law 38/2003, of November 17th, of General Subsidies. Arts. 8, 9, 17 and 23.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p> <p>Regulation of UCO research recruitment (approved by GC of 01/07/2016).</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p> <p>UCO Procedure for researchers recruitment (available at UCO webpage and published at UCO Official Bulletin)</p> <p>UCO Transparency Portal.</p>	<p>Translation into English of recruitment procedures.</p>	<p>Vice-Rectorate for Academic Planning and Quality Assurance (UCOIDIOMAS)</p> <p>Vice-Rectorate for Human Resources</p>

## 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Constitution. Art 44.2 and Art 149. 1. 15.</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation. Art. 26.</p> <p>Law 38/2003, of November 17th, of General Subsidies. Arts. 23. 2. I. and 24.3. b.</p> <p>Royal Decree 887/2007, of July 21st, approving regulation of 38/2003 Law, of November 17th, of General Subsidies. Art. 60. 1.</p> <p>Law 40/2015, of October 1st, of the Legal Regime of the Public Sector.</p> <p>Law 39/2015, of October 1st, of Common Administrative Procedure in Public Administrations (art. 35).</p> <p>Specific regulations from financing organisms.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p> <p>Regulation of UCO research recruitment (approved by GC of 01/07/2016).</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p> <p>UCO Procedure for researchers' recruitment (available at UCO webpage and published at UCO Official Bulletin).</p>	<p>Dissemination of all existing regulations laying emphasis on evaluation criteria.</p>	<p>Vice-Rectorate for Human Resources and Vice-Rectorate for Research</p>

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Law (14/2011) of Science, Technology and Innovation. Title II. Chapter I. Section II. Chapter II. Art. 26.</p> <p>Royal Decree 1/1995, of March 24th, approving the consolidated wording of the Statute of the Employee Act. Art. 11.</p> <p>Specific regulations of financing organisms.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p>	<p>Not required.</p>	

<b>18. Recognition of mobility experience (Code)</b>			
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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Law 14/2007, of July 3rd, of Biomedical Research, art.86.</p> <p>Spanish Law (14/2011) of Science, Technology and Innovation. Arts. 16 and 37 (section 3).</p> <p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act. Arts. 12 and 15.</p> <p>Organic Law 6/2001, of December 21st, of Universities. Arts. 40, 41, 72bis 2 and 88.3.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p> <p>UCO Research Plan.</p>	Not required.	

### 19. Recognition of qualifications (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Royal Decree 63/2006, of January 27th, approving the Statute of the research personnel in training. Arts. 1.2. and 8.2.</p> <p>Order CIN/2657/2008, of September 18th, regulating the administrative procedure to evaluate research activity.</p> <p>Royal Decree 778/1998, of April 30th, regulating the Third University Cycle Studies, the obtaining of the PhD title and other postgraduate studies.</p> <p>Royal Decree 1393/2007. Regulation/arrangement of Official University Education.</p> <p>Royal Decree 1837/2008, of November 8th, incorporating to Spanish legal system 2005/36/CE Directive of the European Parliament and European Council, of September 7th, as well as 2016/100/CE Directive of 20/11/2006, on recognition of professional qualifications.</p> <p>Specific regulations of financing organisms.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2014; modifications of 25 /06/2007 and 01/04/2011).</p> <p>Regulation of UCO research contracts (approved by GC of 01/07/2016).</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p>	<p>Training of evaluators.</p>	<p>Vice-Rectorate for Human Resources and Vice-Rectorate for Research</p>

## 20. Seniority (Code)

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Royal Decree 1837/2008, of November 8th, incorporating to Spanish legal system 2005/36/CE Directive of the European Parliament and European Council, of September 7th, as well as 2016/100/CE Directive of 20/11/2006, on recognition of professional qualifications.</p> <p>Royal Decree 56/2005, of January 21<sup>st</sup>, regulating Official Postgraduate Studies.</p> <p>Specific regulations of funding institutions.</p>	<p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p> <p>Regulation of UCO research recruitment (approved by GC of 01/07/2016).</p>	<p>Not required.</p>	

**21. Postdoctoral appointments (Code)**

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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Spanish Law 14/2011 of Science, Technology and Innovation (arts.20, 21 and 22);  Royal Decree 63/2006, of January 27th, approving the Statute of the research personnel in training. 6 <sup>th</sup> Additional Provision.	UCO Research Plan. Calls 5 and 6.  General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).	Not required.	

### III. Working conditions and social security

<b>22. Recognition of the profession</b>			
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).			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Spanish Law 14/2011 of Science, Technology and Innovation. Arts. 13, 14, 25 and 27.	UCO Statutes, Art. 140.  University Ombudsperson.	Elaborate a common database of mobility of researchers including those visiting UCO as well as UCO researchers moving to other Institutions (especially abroad)	Vice-Rectorate for Institutional Coordination and Infrastructure; Vice-Rectorate for Research; Vice-Rectorate for International Relations

### 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
<p>Spanish Law 14/2011 of Science, Technology and Innovation. Art. 14. Additional Provision Nr 8. 2 b and c.</p>	<p>UCO Statutes. Art. 140.</p> <p>UCO Research Plan.</p> <p>Occupational Risk Prevention Service.</p> <p>University Ombudsperson.</p>	<p>Elaborate a common database of mobility of researchers including those visiting UCO as well as UCO researchers moving to other Institutions (especially abroad)</p> <p>Welcome protocol for novel/visiting researchers including aspects such as ethical issues, rights and obligations, accommodation, safety and other relevant information. The above-mentioned database of researchers will be also helpful to facilitate integration through contacts with people who have been previously in the same situation.</p> <p>The Occupational Prevention Risk Office offers custom courses for the different University Departments or research units. This Action is aimed at going a step further emphasizing that attending such courses is mandatory before accessing labs.</p> <p>Supervision and mentoring of novel research staff.</p>	<p>Vice-Rectorate for Institutional Coordination and Infrastructure; Vice-Rectorate for Research; Vice-Rectorate for International Relations</p> <p>Research Management Unit Accommodation Office Legal Advice Office Occupational Risk Prevention Service</p> <p>Occupational Risk Prevention Service</p> <p>Vice-Rectorate for HR, Vice-Rectorate for Research, Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

<b>24. Working conditions</b>			
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, <i>inter alia</i> , 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.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Organic Law 3/2007, of March 22nd, for effective equality of men and women. Chapter II. Equality and reconciliation (Arts. 44, 51 and 56).</b></p> <p><b>Spanish Law 14/2011 of Science, Technology and Innovation- Art 14.j.</b></p> <p><b>Comprehensive Plan for reconciliation of work and family life within the State General Administration (Concilia Plan).</b></p> <p><b>Applicable Collective Agreements.</b></p>	<p><b>Unit for attention to special needs (UANE).</b></p> <p><b>Regulation to make children care and scientific production compatible (approved by GC of 05/02/2015).</b></p> <p><b>Courses on reconciliation of work and family life.</b></p> <p><b>Courses on occupational risk prevention (taught by occupational risk prevention service).</b></p>	<p><b>Study of architectural barriers at the different UCO Campuses.</b></p> <p><b>New Editions of Courses on reconciliation of work and family life.</b></p>	<p><b>Vice-Rectorate for Institutional Coordination and Infrastructure</b></p> <p><b>Vice-Rectorate for University Life and Social Responsibility</b></p>



## 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
<p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training. Art. 5.</p> <p>Royal Decree 2/2015, of October 25th, approving the consolidated wording of the Statute of the Employee Act. Arts. 11.e), 26.3. and 37.</p> <p>Collective Agreement for staff recruitment at Andalusian Universities.</p> <p>Royal Decree 8/2015, of October 30th, approving the consolidated wording of the Social Security. Titles I and III.</p> <p>Royal Decree 4/2000, of June 23rd, approving the consolidated wording of the Law of Social Security for Civil Servants.</p> <p>Royal Decree 670/1987, of April 30th, approving the consolidated wording of the Law for Civil Servant Pensions.</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation.</p>	<p>UCO Regulation for research contracts (approved by Government Council of July 1<sup>st</sup> 2016)</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p> <p>Documents available at UCO Research Portal.</p>	<p>Not required.</p>	

## 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Constitution. Art. 14.</p> <p>Organic Law 3/2007, of March 22nd, for effective equality of men and women. Art. 5. Title V, Chapter 1, Art. 51. Chapter II, Arts. 52-54.</p>	<p>UCO 1st Equality Plan of men and women (approved by Government Council of 22/07/2016).</p> <p>UCO Equality Commission.</p> <p>1st meeting on Research and Teaching with a gender perspective: Leonor de Guzmán Chair (20 and 21 October 2016).</p>	<p>Gender Balance has been established at the main University bodies such as University Faculty, though advancing in some other cases (e.g. selection commissions) is necessary. Diffusion of Equality Plan of University of Cordoba, existence of Equality Commission, seminars on "Research and Teaching from a gender perspective"</p>	<p>Vice-Rectorate for University Life and Social Responsibility</p>

## 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 the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Spanish Law (14/2011) of Science, Technology and Innovation (Arts. 6, 12, 13, 14 and 25).</p> <p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Statute of the Civil Servant. Title III. Chapter II.</p> <p>Law 14/2007, of July 3rd, of Biomedical Research. Art. 10.2.</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>UCO Regulation for research recruitment (approved by Government Council of July 1<sup>st</sup> 2016).</p> <p>Regulation for research grants associated to research projects, groups, contracts or research agreements (approved by GC of 05/02/2015).</p>	<p>Creation of the Employment and Entrepreneurial Culture Observatory. This portal will include information on mentors belonging to Academia and/or Industry (especially former UCO researchers/scholars) which will help the researchers in their career development strategy.</p> <p>Supervision and mentoring of novel research staff</p> <p>Seminars on research career (participation of people returned to UCO after a stay abroad).</p>	<p>General Secretary Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p> <p>Vice-Rectorate for Research Vicerrectorate for Human Resources Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p> <p>Vice-Rectorate for Research</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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
Law 14/2007, of July 3rd, of Biomedical Research. Art. 86.1.  Spanish Law 14/2011 of Science, Technology and Innovation. Art. 17.	General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).  Incentives and grants in UCO Research Plan and UCO Innovation and Transfer Plan.	Not required.	

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
	<b>UCO Code of Responsible Practices and Integrity in Research.</b> (Approved by GC on 20/12/2013; Modified by GC on 18/12/2015).	<b>Increase the visibility of EURAXESS Portal among UCO researchers.</b>  <b>Seminars on research career.</b>  <b>Supervision and mentoring of novel research staff.</b>	<b>Vice-Rectorate for Research</b>  <b>Vice-Rectorate for Research</b>  <b>Vice-Rectorate for Research</b> <b>Vicerrectorate for Human Resources</b> <b>Vice-Rectorate for Innovation, Transfer and Campus of Excellence</b>

### 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
<p>Royal Decree 1/1996, of April 12th, approving the consolidated wording of the Law of Intellectual Property, regulating, clarifying and harmonizing the available legal provisions on the issue (Book I. Arts.7 and 10).</p> <p>Spanish Law (14/2011) of Science, Technology and Innovation (art.35).</p> <p>Law 11/86, of March 20th of Patents (Arts. 1-5) (Additional Provisions Nr. 1 and 2 and Unique Transitory Provision).</p> <p>Law 24/2015, of July 24<sup>th</sup> on Patents</p> <p>Law 10/2002, of April 29th, modifying the Law of Patents to incorporate the European Directive on legal protection of biotechnological inventions (arts.1 to 4).</p> <p>Law 20/2003, of July 7th, on Legal Protection of Industrial Design and its implementing regulations.</p> <p>Royal Decree 55/2002, of January 18th, on exploitation and transfer of inventions by public research bodies.</p>	<p>OTRI (KTO) service on Protection and valorisation of research results.</p> <p>Government Council Agreement on distribution of the benefits derived from the exploitation of Patents, Trademarks, utility models, Plant varieties or software (23-05-2008).</p> <p>Courses on protection of research results.</p> <p>Unit for valorisation of results.</p>	<p>Review of currently available information on OTRI's website in order to adapt it to the new Spanish patent regulation.</p> <p>Continuous training through courses on responsible research and innovation (RRI) and intellectual property rights among other topics.</p>	<p>Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p> <p>Vice-Rectorate for Postgraduate and Continuous Training,</p> <p>Vice-Rectorate for Research and Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

### 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
Royal Decree 281/2003, of March 7th, approving the regulation of the Intellectual Property General Registry.	UCO Code of Responsible Practice and Integrity in Research (approved by GC on 20/12/2013; Modified by GC on 18/12/2015).  Regulation for Doctorate Studies at UCO (approved by GC of 21/12/2011 and modified on 23/06/2013).	Guide on good research practices in publication and authorship.	Vice-Rectorate for Research (Responsible Research Practices Committee)

### 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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p>Spanish Law (14/2011) of Science, Technology and Innovation. Art. 31.</p> <p>Organic Law 6/2001, of December 21st, on Universities.</p> <p>Royal Decree 898/1985, of April 30th, on the University teaching staff commitment.</p> <p>Agreement on the lecturing staff dedication (resolution of 25/09/2012 by the General Secretary of Universities, Research and Technology.</p>	<p>Regulation of recognition of teaching, research and management activities of University teaching staff (Government Council agreement of 24/09/2015).</p> <p>General criteria for assessment of merits for teaching and research public offers awarded at UCO (approved by GC of 23/07/2004; modifications of 25/06/2007 and 01/04/2011).</p>	<p>Supervision and mentoring of novel research staff</p>	<p>Vice-Rectorate for Research, Vice-Rectorate for Human Resources, Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

### 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>University Ombudsperson.</p> <p>Committee of Good Practices and Integrity in Research.</p> <p>UCO Service for suggestions/complaints/congratulations.</p> <p>UCO Regulation for suggestions/complaints/congratulations.</p>	<p>Information on suggestions, complaints and congratulations mailbox, University Ombudsperson, Responsible Research Practice Committee</p>	<p>General Secretary Vice-Rectorate for Academic Planning and Quality Assurance</p>

**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.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b>Spanish Law (14/2011) of Science, Technology and Innovation.</b> (Arts. 8 to 10).	<b>UCO Statutes. Title III.</b>  <b>Advisory Bodies with representatives of different sectors.</b>  <b>Research Commission.</b>  <b>Doctorate Commission.</b>	<b>Information to researchers on decision-making bodies.</b>	<b>General Secretary Vice-Rectorate for Academic Planning and Quality Assurance</b>

## IV. Training

### 36. Relation with supervisors

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training (Art. 7). Additional Provision Nr. 6.</p> <p>Royal Decree 99/2011, of January 28th, regulating the Doctorate Official studies.</p>	<p>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</p> <p>Doctorate Commission.</p> <p>Quality Assurance System for UCO Doctorate Programs.</p>	<p>Motivate that supervisors perform monthly meetings (or periodical meetings) with their training research team to analyze their learning process and propose improvements.</p>	<p>Vice-Rectorate for Research</p>

**37. Supervision and managerial duties**

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.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
Royal Decree 99/2011, of January 28th, regulating the Doctorate Official studies.	<p><b>Code of Good Practices in Doctorate Schools and Programs (approved by Government Council on October 30<sup>th</sup>, 2012).</b></p> <p><b>Doctorate Commission.</b></p> <p><b>Quality Assurance System for UCO Doctorate Programs.</b></p>	Supervision and mentoring of novel research staff.	Vice-Rectorate for Research

### 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
<p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Law of Public Employees (Art. 14 g).</p> <p>Spanish Law 14/2011 of Science, Technology and Innovation. (Art.14.1.k);</p> <p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training (Arts. 4 and 5).</p> <p>Royal Decree 99/2011, of January 28th, regulating the Doctorate Official studies.</p>	<p>Courses for permanent training (lifelong learning).</p> <p>UCO Research Plan (e.g. grants for stays abroad or congresses).</p> <p>UCO Code of Responsible Practice and Integrity in Research.</p> <p>Research Commission.</p> <p>Code of Good Practices in Doctorate Schools and Programs.</p> <p>Doctorate Commission.</p> <p>Quality Assurance system for UCO Doctorate Programs.</p>	<p>Continuous training through courses and seminars dealing with research funding sources, responsible research and innovation (RRI), research career and intellectual property rights among other topics.</p>	<p>Vice-Rectorate for Postgraduate and Continuous Training , Vice-Rectorate for Research; Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

### 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
<p>Spanish Law 14/2011 of Science, Technology and Innovation. (Art.14.1.k).</p> <p>Royal Decree 5/2015, of October 30th, approving the consolidated wording of the Basic Law of Public Employees (Art. 14 g).</p> <p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training (Arts. 4 and 5).</p>	<p>Courses for permanent training (lifelong learning).</p> <p>UCO Research Plan (e.g. grants for stays abroad or congresses).</p> <p>Meetings on Entrepreneurship and Employability.</p> <p>University Job Placement agency</p> <p>Activities to promote Entrepreneurship: e.g. Open Future (master) or ideas factory.</p> <p>UCO Code of Responsible Practice and Integrity in Research.</p> <p>Research Commission.</p> <p>Code of Good Practices in Doctorate Schools and Programs.</p> <p>Doctorate Commission.</p> <p>Quality Assurance system for UCO Doctorate Programs.</p>	<p>Continuous training through courses and seminars dealing with research funding sources, responsible research and innovation (RRI), research career and intellectual property rights among other topics.</p> <p>Study of training needs.</p>	<p>Vice-Rectorate for Postgraduate and Continuous Training, Vice-Rectorate for research; Vice-Rectorate for Innovation, Transfer and Campus of Excellence</p>

#### 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
<p>Spanish Law 14/2011 of Science, Technology and Innovation. (Art.14.1.k).</p> <p>Royal Decree 63/2006, of January 27th, approving the Statute of the Research Personnel in training (Arts. 4 and 5).</p> <p>Royal Decree 99/2011, of January 28th, regulating the Doctorate Official studies.</p> <p>Law 7/2007, of April 12th, of Basic Statute for Public Employee (Art. 14.1.g).</p>	<p>UCO Code of Responsible Practice and Integrity in Research.</p> <p>Research Commission.</p> <p>UCO Research Program.</p> <p>Code of Good Practices in Doctorate Schools and Programs.</p> <p>Doctorate Commission.</p> <p>Quality Assurance system for UCO Doctorate Programs.</p>	<p>Supervision and mentoring of novel research staff.</p>	<p>Vice-Rectorate for research</p>