

1) Publication of the offer

Offers for the recruitment of staff at UPF Law Department will be published on the Department's website (<https://www.upf.edu/dret/>).

2) Admission requirements and features of labor contracts

Offers will describe the admission requirements and the features of the labor contracts.

3) Applications and documentation to be submitted

Candidates must send the required documentation, **in pdf-format and with the reference number of the vacancy**, to the email address specified in the offer.

Applications must be submitted within **10 calendar days** from the day immediately following the publication of the offer.

Candidates who do not submit the required documentation will be excluded from the selection process.

4) Assessment criteria

The Assessment Commission will describe in the offer the criteria for assessing candidates.

If appropriate, candidates may be asked for an interview to clarify aspects of their CV.

5) Assessment Commission

The Assessment Commission will consist of three (3) full-time Law Faculty members: two (2) Faculty members with the same candidate's field of knowledge and one (1) Faculty member with a similar field of knowledge.

6) Provision and resolution of the selection process

The proposal of resolution will be published on the Law Department's website (<https://www.upf.edu/dret/>) on the date specified in the offer.

Applicants can file complaints against the proposed provision within a **maximum period of 10 working days**, starting from the day following the publication of the proposal of resolution.

If no candidate files a complaint, the proposal of resolution will become final automatically. If complaints are filed, the Assessment Commission will resolve them before publishing the final resolution.