PROCEDURE FOR THE ISSUANCE OF THE ACCREDITATION OF RESEARCH (SENIOR FACULTY STAFF) AND ADVANCED RESEARCH (PROFESSORIAL STAFF)

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INTRODUCTION

The accreditation of either research and/or advanced research certifies the attainment of a level of excellence in research within a given field of study and makes the holder eligible to participate in selection processes for the category of either senior lecturer or professor, respectively.

Teaching staff assessment is based secondarily and indirectly on the quality indices associated with the merits provided in an applicant's CV. This means that a review panel is not expected to read a research project submitted by the applicant.

ELIGIBILITY REQUIREMENTS

Applicants for the accreditation of research and advanced research must:

1. Be in possession of a doctorate/PhD degree.

2. Have more than three years of postdoctoral research experience.

Applications that do not comply with these requirements will not be accepted.

NB

An application for advanced research accreditation is incompatible with a simultaneous application for research accreditation.

Applications submitted while an evaluation process is open will not be accepted.

If Accreditation of research is denied, a new application for Accreditation of research or Accreditation of advanced research can be made at least a year after application has been made.

If Accreditation of advanced research is denied, a new application for the Accreditation of research can be made, but a new application for the Accreditation of advanced research can only be made at least a year after application has been made.

RESOLUTION

AQU Catalunya will issue accreditations for research and advanced research through a single annual call for applications, which will be open permanently. Every year the Research Assessment Commission (CAR) publishes the corresponding resolutions in the Official Gazette of the Generalitat de Catalunya (DOGC).

The resolutions establish:

1. The application periods and deadlines for applications for the issuance of reports and accreditations.
2. The eligibility requirements.
3. The required documentation.
4. The aspects that are evaluated by the review committees.
5. The evaluation criteria and publicising of the criteria.
6. The procedure for making an appeal.
7. Protection of personal data.

SUBMITTING AN APPLICATION

Applications are made online via the Generalitat de Catalunya's on-line applications webpage (Tràmits Gencat).

As a guideline, all applications must state the applicant's subject area and up to two subject-specific review committees covering subjects in the same subject area as that of the applicant, in accordance with Annex 1 on the classification of subject areas.

The corresponding fee must also be paid according to the instructions given on the AQU Catalunya website.

Documentation

All documentation must be submitted in digital format through the on-line applications website (Tràmits Gencat):

> Step one is to complete the *application form*. The form, which can be downloaded from the Generalitat de Catalunya's on-line applications webpage (Tràmits Gencat), has to be filled out and returned online via the webpage.

> Step two is to send all the documentation required in the call for applications. All documentation must be sent in digital format via the Generalitat de Catalunya's on-line applications webpage (Tràmits Gencat) within five (5) days of sending the application form. It is not necessary to send a printed copy.

The documentation must include the following:

For the accreditation of research and advanced research

> The applicant's CV (use the standard form that can be downloaded from the AQU website). The CV must include a section with a summary no more than one page long of the applicant's scientific background, together with the applicant's ten most important scientific contributions. With regard to sections B (Publications), C (Artistic works and architectural projects) and D (Patents and utility models) of the CV, all information identifying the stated merits must be provided; any such merits will otherwise not be considered in the evaluation.

> For research projects, a Principal Investigator (PI) certificate issued by the university or research centre, stating the title of the project, the funding entity, the award reference, the amount awarded and the duration of the project.

> In relation to directed doctoral theses, a certificate issued by the university with the following information must be enclosed: the title of the doctoral thesis and the date of the dissertation defense, the name of the doctorate degree holder, the name of the director or directors, and the qualification obtained.

> Publications referred to in the CV form do not need to be submitted. In the case of publications that have been accepted but are pending publication, a copy must be submitted on-line together in one single file (preferably in.pdf format) with the supporting document of acceptance for publication from the publishing house.

> A copy of the applicant's identity card or passport - only in cases where an applicant has not given authorisation for on-line data exchange (PICA).

> A copy of the large family concession certificate (in cases where an applicant has not given authorisation for on-line data exchange/PICA).

> Title of the applicant's PhD/doctorate degree (only for foreign doctorate degrees and cases where an applicant has not given authorisation for on-line data exchange/PICA).

> Up to three assessment reports from academics of recognised standing on the applicant's teaching and research work may be submitted. The e-mail addresses of these academics is to be provided in the Assessment Reports section of the application form available from the Generalitat de Catalunya's on-line applications webpage (Tràmits Gencat), and they will be asked to write a confidential reference on the applicant's academic/research career. Although these assessment reports are optional, the Specific Assessment Committees value very positively reports issued by researchers of recognised academic prestige in their field.

EVALUATION

Review of the documentation

The Agency's Teaching Staff and Research section checks all the documentation submitted with each application to ensure that it is complete. Each applicant is then notified of any irregularities or anything that still needs to be provided or changed. A period of ten days is allowed for this, otherwise the application will be rejected.

Teaching staff assessment is based on the quality indices associated with the merits provided in an applicant's CV (e.g. the reputation of the publisher or journal; citations; impact factors such as the Journal Impact Factor, etc.). This means that review panels take into consideration the peer review of a research project.

In cases where impact indicators (e.g. Journal Impact Factor) are updated midway through the assessment process, the value of this impact indicator at the time of submission will be used.

Review bodies

Pursuant to article 12 of Law 15/2015, 21 July, on the Catalan University Quality Assurance Agency, AQU's Research Assessment Commission (CAR) and its subject-specific committees are the bodies responsible for issuing reports of relevance to the recruitment of the accreditation of research and advanced research.

The composition of the Commission and its committees are governed by Law 15/2015, 21 July, on the Catalan University Quality Assurance Agency and the Research Assessment Commission's Rules of Internal Procedure.

The following specific committees, which come under the Research Assessment Commission, are responsible for issuing the accreditation of research and advanced research.

Accreditation of research

> Committee for the accreditation of research in the Humanities

> Committee for the accreditation of research in the Social Sciences

> Committee for the accreditation of research in the Experimental Sciences

> Committee for the accreditation of research in the Life Sciences

> Committee for the accreditation of research in Medical and Health Sciences

> Committee for the accreditation of research in Engineering and Architecture

Accreditation of advanced research

> Committee for the accreditation of advanced research in the Humanities

> Committee for the accreditation of advanced research in the Social Sciences

> Committee for the accreditation of advanced research in the Experimental Sciences

> Committee for the accreditation of advanced research in the Life Sciences

> Committee for the accreditation of advanced research in Medical and Health Sciences

> Committee for the accreditation of advanced research in Engineering and Architecture

The composition of the abovementioned committees is published on the AQU Catalunya website.

Assignment of the applicants' dossiers to the review committees

When an applicant's dossier is complete and has been checked, it is then initially assigned by the Teaching Staff and Research section to a field of study according to the applicant's research background. The committees are grouped according to six main fields of study (Humanities, Social Sciences, Experimental Sciences, Life Sciences, Medical and Health Sciences, and Engineering and Architecture) covering 192 different specialised fields grouped according to 24 main subject areas (see annex 1).

The chairpersons of each committee then check the documentation that has been provided, together with the applicant's scientific and/or teaching background, and either confirm or modify the initial assignment to a specific committee.

Assessment

Once the applicants' dossiers have been assigned to the specific committees, the chairperson of each committee refers each application to at least two reviewers, one of which must be a member of the committee. The other reviewer/s assigned to each dossier can be either a committee member/s or external expert/s. Reviewers must always be from the specialised field that the dossier has been assigned to. For example, if the applicant's specialised field is Human Geography, the two reviewers who are assigned to the case will be from the field of Geography, which covers the specialised fields of Regional Geographical Analysis, Human Geography and Physical Geography. AQU Catalunya and its review bodies thereby ensure that applications are always evaluated by at least two experts from the applicant's field of study (see annex 1).

The reviewers, who are assigned according to quality assurance criteria that are publicly available on the AQU website, then draw up a preliminary mandatory and non-binding assessment report, which is in turn referred to the corresponding committee.

In accordance with the current regulations, applicants may, through the chairperson of the Research Assessment Commission, request the disqualification of a reviewer/s. Evidence must be provided in support of the grounds given for such a disqualification. In order to resolve any challenge made regarding the role of a reviewer with adequate guarantees, a disqualification application must be made at least three weeks prior to the setting up application.

The preliminary assessment reports form part of the evaluation dossier and, in accordance with the scientific practice of assessment by peer review, are identified only by the professional category and field of study of the reviewers.

The committee discusses and assesses all of the applications in the light of the preliminary assessment reports, agreement is reached on whether an application is successful or not and the grounds are provided in the case of an unfavourable assessment. All of this is agreed and certified in a document known as the comprehensive evaluation report.

Once the assessment has been agreed, the secretary of the corresponding specific committee signs or refuses accreditation for research or advanced research.

Communication of results

In compliance with the applicable regulations applicants receive a formal notification, which contains the result of the evaluation, which will either be favourable or unfavourable, and, if it is unfavourable, the comprehensive assessment report with the rating for the different dimensions assessed.

Results deadline

The final deadline for deciding on applications is six calendar months from submitting the application.

Appeals

In the case of disagreement with the assessment decision of the committees, applicants may submit an appeal to the Appeals Committee up to one month from the date of receipt of postal notification or the date of publication of the notice in the Official Journal of the Autonomous Government of Catalonia (DOGC)

An appeal application must include the person's personal data and the reasons why the appeal is being made.

The time limit for a resolution of appeal is three months from the time an appeal is filed.

Notification of the outcome of an appeal will be given in accordance with the prevailing regulations.

If the appeal is unsuccessful, a request for judicial review may be made before the courts.

META-EVALUATION

AQU Catalunya has established mechanisms in place for the meta-evaluation of the procedures involving the assessment of teaching staff. Surveys on the satisfaction of both applicants and reviewers are carried out, and the committee chairpersons draw up an annual report.

The Agency also annually reports to AQU Catalunya's Governing Board about the activities of the teaching staff review committees. The results for calls for applications are also regularly published and specific studies on teaching staff are also undertaken.

ANNEX 1: CLASSIFICATION OF THE SUBJECT AREAS

Humanities

Code	Area of specialisation	Subject area
285	Arabic and Islamic Studies	
568	East Asian Studies	
290	Hebrew and Aramaic Studies	
320	German Philology	
345	English Philology	
365	Basque Philology	
325	Catalan Philology	
327	Slavic Philology	
335	French Philology	
340	Greek Philology	
350	Italian Philology	Philology
355	Latin Philology	
360	Romanesque Philology	
370	Galician and Portuguese Philologies	
575	General Linguistics	
580	Indo-European Linguistics	
583	Spanish Literature	
567	Spanish Language	
796	Theory of Literature and Compared Literature	
814	Translation and Interpreting	
30	Social Anthropology	
33	Archaeology	
85	Historiographic Sciences and Techniques	
185	Drawing	
260	Sculpture	
270	Aesthetics and Theory of the Arts	
285	Arabic and Islamic Studies	
568	East Asian Studies	
290	Hebrew and Aramaic Studies	
445	Ancient History	History and Art
450	Contemporary History	
455	History of America	
465	History of Art	
460	History of Science	
485	Medieval History	
490	Modern History	
635	Music	
690	Painting	
695	Prehistory	

270	Aesthetics and Theory of the Arts	
381	Philosophy of Law	
375	Philosophy	**Philosophy**
383	Moral Philosophy	
585	Logic and Philosophy of Science	

Social Sciences

Code	Area of specialisation	Subject area
70	Political and Administrative Science	**Political Sciences and Sociology**
475	History of Social Thought and Movements	
775	Sociology	
40	Library Science and Documentation	**Communication and Documentation**
105	Audiovisual Communication and Advertising	
675	Journalism	
125	Administrative Law	**Law**
130	Civil Law	
135	Constitutional Law	
140	Labour and Social Security Law	
145	Ecclesiastical Law of the State	
150	Financial and Tax Law	
155	Private International Law	
160	Public International Law and International Relations	
165	Company Law	
170	Criminal Law	
175	Procedural Law	
180	Roman Law	
381	Philosophy of Law	
470	History of Law and Institutions	
95	Commercialisation and Market Research	**Economy and Business**
225	Applied Economics	
230	Financial Economics and Accounting	
235	Economy, Sociology and Agricultural Policy	
415	Foundations of Economic Analysis	
480	Economic History and Institutions	
623	Quantitative Methods for Business and Economics	
650	Organisation of Businesses	
187	Didactics of Corporal Expression	**Education**
189	Didactics of Musical Expression	
193	Didactics of Plastic Expression	
195	Didactics of Language and Literature	
200	Didactics of Mathematics	
205	Didactics of the Experimental Sciences	
210	Didactics of the Social Sciences	
215	Didactics and School Organisation	
245	Physical and Sports Education	
625	Research and Diagnostic Methods in Education	
805	Theory and History of Education	
813	Social Work and Social Services	
620	Methodology of the Behavioural Sciences	**Psychology**
680	Personality, Assessment and Psychological Treatments	

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725	Psychobiology	
730	Basic Psychobiology	
735	Evolutionary and Educational Psychology	
740	Social Psychology	
10	Regional Geographical Analysis	
430	Physical Geography	**Geography**
435	Human Geography	

Sciences

Code	Area of specialisation	Subject area
38	Astronomy and Astrophysics	
247	Electromagnetism	
250	Electronics	
385	Applied Physics	
390	Atomic, Molecular and Nuclear Physics	
395	Condensed Matter Physics	
398	Earth Physics	Physics
405	Theoretical Physics	
600	Fluid Mechanics	
605	Continuous Media Mechanics and Theory of Structure	
647	Optics	
770	Radiology and Physical Medicine	
785	Electronic Technology	
120	Crystallography and Mineralogy	
240	Edaphology and Agricultural Chemistry	
280	Stratigraphy	
398	Earth Physics	
428	External Geodynamics	Geology
427	Internal Geodynamics	
655	Palaeontology	
685	Petrology and Geochemistry	
710	Prospecting and Mining Research	
5	Algebra	
15	Mathematical Analysis	
265	Statistics and Operative Research	Mathematics
440	Geometry and Topology	
595	Applied Mathematics	
240	Edaphology and Agricultural Chemistry	
750	Analytical Chemistry	
755	Physical Chemistry	Chemistry
760	Inorganic Chemistry	
765	Organic Chemistry	

Life Sciences

Code	Area of specialisation	Subject area
28	Physical Anthropology	
50	Cell Biology	
60	Molecular Biology and Biochemistry	
410	Physiology	Molecular and Cell Biology
420	Genetics	
566	Immunology	
630	Microbiology	
640	Nutrition and Bromatology	
28	Physical Anthropology	
63	Botany	
220	Ecology	
240	Edaphology and Agricultural Chemistry	
410	Physiology	Organisms and Systems
412	Plant Physiology	
705	Plant Production	
790	Environmental Technologies	
819	Zoology	

Health and Medical Sciences

Code	Area of specialisation	Subject area
50	Cell Biology	
60	Molecular Biology and Biochemistry	
310	Pharmacy and Pharmaceutical Technology	
315	Pharmacology	
410	Physiology	
420	Genetics	
566	Immunology	Biomedicine
630	Microbiology	
640	Nutrition and Bromatology	
725	Psychobiology	
780	Food Technology	
807	Toxicology	
25	Compared Anatomy and Pathological Anatomy	
27	Human Anatomy and Embryology	
20	Pathological Anatomy	
90	Surgery	
183	Dermatology	
275	Stomatology	
413	Physical Therapy	
443	Histology	
255	Nursing	
610	Medicine	
613	Legal and Forensic Medicine	Medicine
615	Preventive Medicine and Public Health	
645	Obstetrics and Gynaecology	
646	Ophthalmology	
653	Otorhinolaryngology	
660	Parasitology	
670	Paediatrics	
745	Psychiatry	
770	Radiology and Physical Medicine	
830	Orthopaedics and Traumatology	
817	Urology	
25	Compared Anatomy and Pathological Anatomy	
617	Veterinary Medicine and Surgery	Veterinary Medicine
700	Animal Production	
773	Animal Health	

Engineering and Architecture

Code	Area of specialisation	Subject area
100	Architectural Composition	
110	Architectural Constructions	
300	Architectural Graphic Expression	Architecture
715	Architectural Projects	
815	Urban Design and Territorial Planning	
500	Agro-Forestry	
700	Animal Production	
705	Plant Production	Agricultural Engineering
780	Food Technology	
790	Environmental Technologies	
505	Cartographic Engineering, Geodesics and Photogrammetry	
510	Construction Engineering	
525	Terrain Engineering	
540	Hydraulic Engineering	
530	Transport Engineering and Infrastructure	Civil Engineering
295	Mine Operation	
605	Continuous Media Mechanics and Theory of Structure	
710	Prospecting and Mining Research	
65	Material Science and Metallurgical Engineering	
83	Navigational Sciences and Techniques	
115	Shipbuilding	
495	Aerospace Engineering	
520	Systems Engineering and Automatic Systems	
515	Manufacturing Process Engineering	
535	Electrical Engineering	
545	Mechanical Engineering	
550	Nuclear Engineering	Industrial Technologies
555	Chemical Engineering	
565	Textile and Paper Engineering	
305	Graphic Expression in Engineering	
590	Heat Engines and Machines	
600	Fluid Mechanics	
720	Engineering Projects	
785	Electronics Technology	
35	Computer Architecture and Technology	
75	Computing Science and Artificial Intelligence	
250	Electronics	
560	Telematic Engineering	Information and Communication Technologies
570	Computer Languages and Systems	
785	Electronics Technology	
800	Signal Theory and Communications	

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