

# Pre-doctoral contract guide

academic course 2022-2023

Doctoral School  
Vice-Rectorate for Research



UNIVERSIDAD  
NEBRIJA

# Pre-doctoral contract guide

## academic course 2022-2023

The purpose of this Guide is to serve as an informative tool for you as an employee of Nebrija University. If you have any questions, please contact us at the following e-mail address: [escueladoctorado@nebrija.es](mailto:escueladoctorado@nebrija.es)

### 1. Basic regulations

- Law 14/2011, of June 1, 2011 on Science, Technology and Innovation. Art. 21 Pre-doctoral contract. (<https://www.boe.es/eli/es/l/2011/06/01/14>)
- Revised text of the Workers' Statute.
- Royal Decree 103/2019, of March 1, which approves the Statute of pre-doctoral research personnel in training. (<https://www.boe.es/eli/es/rd/2019/03/01/103>)
- Regulations and operating rules Nebrija Doctoral School. (<https://www.nebrija.com/investigacion-universidad/pdf/reglamento-regimen-interno-escuela-de-doctorado.pdf>)
- Code of practices Nebrija Doctoral School. (<https://www.nebrija.com/investigacion-universidad/pdf/codigo-de-buenas-practicas.pdf>)

### 2. Complementary regulations

- Organic Law 4/2000, of January 11, 2000, on the rights and freedoms of foreigners in Spain and their social integration.
- Law 14/2013, of September 27, 2013, on support for entrepreneurs and their internationalization.

### 3. Center of affiliation and basic formalities when signing the contract

**Assigned center:** Doctoral School, Antonio de Nebrija University

**Registration of the user account @nebrija.es and laptop loan:** Doctoral School.

**Attention:** announcements from the Doctoral School are only sent to the @alumno.nebrija.es account

**Registration in visual time for daily signing in:** Human Resources (Patricia Vizueté)

**Vacation and paid leave:** Doctoral School's Director, with prior approval of the thesis' Director or Tutor.

### 4. Contract purpose

To carry out research tasks within the scope of a specific and novel project (development of the doctoral thesis).

### 5. Kind of personnel

Being considered as predoctoral research personnel in training, Royal Decree 103/2019, of March 1, 2009, approving the Statute of Predoctoral Research Personnel in Training (EPIF) and the VIII agreement of Private Universities are applicable.

### 6. Duration

- The contract has a minimum duration of 1 year and a maximum of 3 or 4 years depending on the call.
- The activity is evaluated annually by the Academic Committee of the Doctoral Program, or in its case the Doctoral School, for the duration of the stay in the program. In case of negative evaluation, the contract may be terminated.
- The situations of temporary disability, risk during pregnancy, maternity, adoption or foster care, risk during breastfeeding and paternity, among others, suspend the computation of the duration of the contract.
- No person may be hired under this modality, in the same or in a different institution, for a period of more than four years.

### 7. Working hours

The one established in the VIII Private Universities agreement. (<https://www.boe.es/buscar/doc.php?id=BOE-A-2019-13119>)

### 8. Remuneration and other benefits

- The salary may vary in each call, although the norm that regulates it is the Royal Decree 103/2019, of March 1, which approves the Statute of the pre-doctoral research personnel in training and the VIII agreement of Private Universities.

- In the calls where indicated, the exemptions for being hired by the Nebrija University (<https://www.nebrija.com/en/research/scholarships-doctorate.php>) and other social benefits as hired (more information in “Ventajas Nebrija” in the Virtual Campus of Human Resources).
- In addition to the training and exchange activities organized in all centers, you can access the activities of the Doctoral School, as well as the Training Plan for teaching and research staff, or the services of the OTRI.

## 9. Main rights and duties of employees

### Main duties

- Perform the activities foreseen in the training and research specialization program in which you are enrolled. You must attend at least 80% of the transversal training activities regardless of what is stated in the verified report of each doctoral program.
- Fulfill the objectives of the training and specialization program to the best of your ability, following the indications of the thesis supervisor and, if applicable, the thesis tutor and the doctoral committee.
- To abide by the internal or operational rules of the center in which the activities are carried out, especially with regard to working conditions and occupational risk prevention regulations.
- Comply with the conditions and obligations established in the call for applications.

### Main rights

- Obtain from Nebrija University the collaboration and support necessary for the normal development of the studies and research program.
- To be integrated in the department, institute or research center/group in which the research is carried out.
- Participate in the calls for complementary grants for attendance at scientific meetings or training and research and improvement stays in other center.

- Exercise the intellectual property and industrial property rights derived from your own training activity in research and in accordance with your contribution, as established in the call, in the Intellectual Property Law, in the Law 24/2015, of July 24, Patents, and in the internal regulations of Nebrija University.
- Employment and social security rights derived from the employment contract and social benefits as an employee of Nebrija University.

## 10. Collaboration in teaching tasks

In general, the possibility or obligation to collaborate in teaching tasks appears in the corresponding call for pre-doctoral contracts or in the regulations to which the call refers.

### Nebrija Predoctoral Contracts:

Regulated in article 4.2 of Royal Decree 103/2019, of March 1:

Predoctoral research personnel in training may collaborate in teaching tasks without entailing a decrease in the teaching load of the department assigning the collaboration up to a maximum of 180 hours during the total extension of the predoctoral contract, and without in any case exceeding 60 hours per year.

### FPU

In accordance with article 4.2 of Royal Decree 103/2019, of March 1, collaboration in teaching tasks will involve up to a maximum of 180 hours during the total extension of the pre-doctoral contract, and without in any case exceeding 60 hours per year. The collaboration in teaching tasks will comprise a minimum of 90 hours spread over the years of duration of the grant. The practical exercise of these competences to be acquired will be carried out in undergraduate degrees and, exceptionally, in master's degrees.

## 11. Information on the research plan, activities document, etc.

See the Nebrija Doctoral Student Guide, which is updated annually: <https://www.nebrija.com/investigacion-universidad/pdf/guia-doctorando.pdf>

### Headquarters of the Doctoral



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