

## ACADEMY PROGRAMME

### PROCEDURE FOR CERTIFICATION OF POSITIONS COMPARABLE TO TU AND CU AT UNIVERSITIES IN EUROPEAN UNION MEMBER STATES

#### REGULATIONS

[Order CNU/1385/2024, of 3 December](#), regulating the specific procedure for recognising as accredited teaching staff at universities in Member States of the European Union, provides that ANECA shall have a simplified procedure for recognising as accredited teaching staff at universities in Member States of the European Union who have attained a position comparable to that of Full Professor, Senior Lecturer or Permanent Lecturer for the purposes set out in Article 24.1 of Royal Decree 678/2023, of 18 July.

In accordance with the first final provision of said Order, the head of ANECA is authorised to issue, within the scope of their powers, any administrative resolutions necessary for its application.

This resolution is issued to develop the procedure for applying for this recognition for positions comparable to Full Professor and Senior Lecturer at a university.

#### REQUIREMENTS

1. To obtain recognition as accredited teaching staff, applicants must be members of the teaching staff of a university in a Member State of the European Union with a rank comparable to that of Full Professor and Senior Lecturer, and have been assigned powers similar to those attributed to either of these positions by Organic Law 2/2023 of 22 March and its implementing regulations.
2. In addition, the position attained must represent a stable link for the person occupying it with the university or with the State on which it depends.
3. In order to obtain certification, applicants must hold a PhD at the time of accessing the comparable position in the European Union Member State in question.
4. Applicants must hold the comparable position at the time of application or have held it for at least one year prior to submitting the application.

## **START OF THE PROCEDURE AND DOCUMENTATION**

The accreditation procedure will be initiated at the request of the interested party by submitting an application through the [ANECA website](#).

The application must be accompanied by the following documents:

- 1- Certificate from the university, signed by the competent authority, preferably by electronic means (in any case, in countries where electronic signatures are in use). This certificate must be submitted in the original language of the university, accompanied by a certified translation into Spanish or English. The certificate must contain the following information (the certificate template is attached as Annex I):
  - a. Name of the position held in the country of origin and that this implies a stable link for the person who holds or has held this position with the university or with the state to which it belongs.
  - b. Date of appointment and date of termination, if applicable.
  - c. Teaching structure of the University with the name of each teaching category and the number of lecturers?? Academic staff? En español: profesores in each category.
- 2- Doctorate degree.
- 3- Declaration of veracity.
- 4- Standardised *curriculum vitae*.
- 5- In the case of countries where it is required, a document certifying that the candidate has passed a selection process conducted by a body external to the University in order to obtain the position.

## **RECEPTION AND REVIEW OF DOCUMENTATION**

When the application is registered, the relevant administrative unit of ANECA's Faculty Assessment Division will check the documentation provided.

If any mandatory documents are missing, or if those provided do not meet the necessary requirements, the interested party will be notified of this circumstance and will be given a period of ten working days to rectify the situation. If the mandatory documents have not been rectified within the aforementioned period, the request will be considered withdrawn and the application will be filed without further processing.

If the interested party provides the requested documents, the file will be reviewed again by the corresponding management unit.

## **EVALUATION BY THE COMMISSION FOR THE RECOGNITION OF COMPARABLE POSITIONS**

1. The assessment will be carried out by the comparable position recognition committee, which will analyse the documentation provided and, where appropriate,

request the necessary reports in order to draw up a reasoned proposal for a decision.

These reports may be requested from:

- a) University institutions.
- b) Government agencies.
- c) National experts or experts from the country of reference.
- d) Quality agencies registered in the European Quality Assurance Register (EQAR).

2. If the proposed resolution is rejected, the commission shall forward said proposal to the applicant so that, within 10 days, they may submit to the commission any arguments and supporting documents they deem relevant.

3. The committee for the recognition of comparable positions shall decide on the application, taking into account any arguments submitted. The decision must be sufficiently reasoned and may be favourable or unfavourable. The interested party shall be notified via the ANECA website within 10 days of the date on which the decision is made.

4. When the decision is favourable, ANECA will issue the corresponding accreditation certificate. ANECA will also publish the accreditations granted on its website.

## **COMPLAINTS**

1. Applicants who receive a negative decision may, within one month of receipt and through the electronic headquarters of the Ministry of Science, Innovation and Universities, which will be assessed and, where appropriate, accepted for processing and resolved by the Complaints Committee provided for in Article 11 of the Regulations of the Council of Universities, approved by Royal Decree 1677/2009 of 13 November.

2. If the Complaints Committee deems it appropriate to refer the case back to ANECA for review, the Faculty Assessment Advisory Committee shall submit a binding report to the Complaints Committee of the Council of Universities within the specified time limit so that the latter may resolve the complaint.

## **APPLICATIONS FROM THE UNITED KINGDOM**

In the case of applications for certification of positions at UK universities obtained after 1 January 2022, the provisions of Article 4.4 of Royal Decree-Law 38/2020 shall apply: "Applications for recognition of professional qualifications obtained by Spanish nationals or nationals of another Member State in the United Kingdom, which are submitted to the Spanish authorities prior to the entry into force of this Royal Decree-Law, as well as within the following five years, shall be decided in accordance with the legal regime in force on 31 December 2020, provided that admission to the studies or activities leading to their acquisition took place before 1 January 2021."

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In these applications, the certificate of the position attained must include previous contracts or appointments at the same institution that have led to the position for which recognition is sought.

## **HOW TO SUBMIT AN APPLICATION**

To submit your application, you must follow the steps outlined in the document How to Submit an Application, which is published here: <https://www.aneca.es/documentos-de-ayuda2>

With the following specifications for applications for Recognition of Comparable Position:

1- In the APPLICATION DATA tab, in the Application Origin field, you must select the option: Position comparable to TU/CU at a university in an EU Member State.

Once you have selected this Origin, you must upload the Certificate of Position Achieved to the application. This certificate must comply with the requirements set out in Order CNU/1385/2024 and should preferably bear an electronic signature.

2- Once you have completed the information in the APPLICATION DATA tab, go to the ACCREDITATION COMMITTEE tab. Here you must select the Committee for the recognition of comparable positions.

3- The rest of the documents that must accompany the application are those set out in the aforementioned Order, in addition to the Declaration of Veracity. These documents must be included in the COMMON DOCUMENTS tab.

The certificate of the position attained must also be attached in the section for the Service Sheet and in the section for Teaching Certificates.

## **INSTRUCTIONS FOR ACCESSING THE ANECA ELECTRONIC HEADQUARTERS FOR FOREIGN APPLICANTS**

Access to the ANECA electronic headquarters can be gained through various means of identification:

- Electronic certificates (including the DNI-e)
- Cl@ve PIN24H
- Permanent Cl@ve

To obtain the permanent Cl@ve, you must have a NIE.

You can find out how to obtain an NIE here:

<https://www.exteriores.gob.es/Consulados/paris/es/ServiciosConsulares/Paginas/index.a>

[spx?scca=Passports+and+other+documentsCscco=FranceCscd=222Cscs=Foreign+Identity+Number+\(NIE\)](#)

Here you can find out how to obtain a permanent Cl@ve with your NIE:

[https://administracion.gob.es/pag\\_Home/Tramites/ServiciosElectronicosFrecuentes/Neesito-Registrarme-en-clave.html](https://administracion.gob.es/pag_Home/Tramites/ServiciosElectronicosFrecuentes/Neesito-Registrarme-en-clave.html)

## ANNEX I

### **Model for documentary certification of the teaching position that the applicant has attained at their university of origin**

The European Union University must issue a certificate of the applicant's position according to this model or any other, provided that it includes the indicated information. The original certificate (not a copy) must be included with the application for equivalence (if the document is not written in Spanish or English, it must be accompanied by a certified translation). In addition, in countries where this is required, a document must be included certifying that the applicant has passed a selection process conducted by a body external to the university in order to achieve the position.

D./D.9 (Name), in their capacity as (position at the home university, must be the person responsible for teaching staff at the university, equivalent to the Vice-Chancellor for Teaching Staff at Spanish universities, or with powers similar to those of the Secretary General of Spanish universities).

Certifies that D./D.9 (name of the applicant) is or has been a member of the teaching staff of the University of (name, city, country) with the rank of (indicate the rank in the institution's own nomenclature) position held or previously held and the duration of the same, from (month, year) to (month, year). Furthermore, the position attained represents a stable link for the person occupying it with the University or with the State on which it depends.

This certificate is issued in (city, country) on the day of month of year.

Signature of the responsible person at the University

In addition, the certificate must include the following information in an annex: – University details:

Name of the university. Type of university (public or private): Faculty and department to which the position is or has been attached: Address:

City (country):

Website:

– University studies offered or previously offered in which the applicant is or has been enrolled:

Degree:

Master's degree:

Doctorate:

(In this section, when several degrees are taught, it is sufficient to indicate two at each level in which the applicant participates as a teacher).

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- Expected duration of the position attained (review date, termination date, or until retirement).
- Requirements for access to the position indicated.
- The procedures used to select candidates for the position.
- List of categories of lecturers and approximate number of lecturers in each category at the university and the total number of lecturers at the university.