

INSTRUCTIONS FOR THE PRESIDENT OF THE COMMITTEE

1. The president will contact the other members of the committee by email to establish the dates on which the various phases of the selection process will take place. The most important task is to establish the dates of the tests, and then on the basis of this, organize the rest of the schedule.
2. The president will send an email to the other members of the committee requesting their attendance at the online constitution of the committee (15 natural days before the date of the act of constitution).
3. The president will order the constitution of the committee, during which:
 - The provisional schedule for the selection process will be drafted and agreed on by all committee members in order to coordinate and plan the process with as much notice as possible.
 - The members of the committee must approve the grading system in accordance with the criteria of the Universitat Rovira i Virgili (see Annex I).
 - The committee members will be summoned to write individual reports on each candidate within a maximum period of 20 days after the date of constitution.
 - The dates on which the tests are to be held will be decided.
4. First phase:
 - Ratification of the act of constitution.
 - Approval and publication of the evaluation criteria and grading scale.
 - Presentations by the candidates.
 - Communication to the candidates of the evaluation criteria and grading scale. Draw to decide order of presentations.
 - Candidates will provide the committee with their documents.
5. Second phase:
 - Evaluation of each candidate's CV.
 - Evaluation of the candidate's oral presentation.
6. Publication of results.
7. Publication of list of successful candidates.