



UoC research funds are managed through a grants office known as [the Special Account for Research Funds \(ELKE\)](#). Grant fund management and associated policy are overseen by the University Research Committee and administered by the Financial & Administrative Support Unit (ELKE-MODY). This Unit, with the support of legal services, manages **the contractual, procedural, administrative, financial accounting, and employment aspects of grant management** in collaboration with the projects' Principal Investigators.

Policy and regulations concerning the operation of ELKE and the management of research projects are codified in the [Funding & Management Guide](#), which is periodically updated and endorsed by the University Senate.

This guide includes the University's recruitment and selection policy (ANNEX III pp 48-54), according to the Law 4957/2022, which is extracted and available here in English.

## ANNEX III: Guide for Concluding Staff Contracts

### Introduction

The University of Crete is committed to ensuring objectivity and transparency in the selection of research associates and all other personnel who contribute to the implementation of projects managed through the Special Account for Research Funds (ELKE). The Research Committee (RC) of the University of Crete, respecting the rights and obligations of the employer and the employee, as well as the ethical principles governing selection procedures, and taking into account the parameters arising from legal provisions, sets out, in the present Guide, the rules for the conclusion of fixed-term employment contracts and project assignment contracts in the various project categories. The aim of the rules is to facilitate research and excellence on the one hand, and on the other to ensure that transparency, objectivity and meritocracy are respected.

### A- METHODS OF SELECTING STAFF

The categories of staff, according to article 243 Law 4957/2022, are the following:

- a) Teaching and Research Staff, Special Educational Staff, Laboratory teaching staff, Special Technical Laboratory Staff and employees under public law or private law with permanent contract, working at the University of Crete,
- b) Teaching and Research Staff, Special Educational Staff, Laboratory teaching staff, Special Technical Laboratory Staff, working in other Greek Universities,
- c) Researchers, Special Operational Scientist and employees under public law or private law with permanent contract working for Research and technological organizations, according to the article 13A Law 4310/2014,
- d) Visiting Professors and Visiting Researchers, according to the article 171 Law 4957/2022,
- e) Contract researchers, according to the article 172 Law 4957/2022,
- f) Professors and Researchers of foreign Universities and Research Centers,
- g) First cycle, second cycle and third cycle university students and postdoctoral fellows of the University of Crete,



- h) Additional research, teaching, scientific, laboratory, administrative, technical and other staff, selected to perform a specific project or task.

The method of selecting staff on behalf of the Research Committee for the projects managed by ELKE depends on the category to which each contractor belongs. The following guidelines are taken from the provisions of article 243 of Law 4957/2022 and apply to all types of contracts.

### **1. Selecting staff that belongs to the categories (a) to (g)**

No other procedure is required beyond a request by the project Principal Investigator (PI) to the Research Committee, with the duration of the employment, the job description and the amount of remuneration.

In the case that the proposed person belongs to the category (g) and is related to up to third degree kinship (by blood or marriage) with the PI, the latter is obliged to inform the Research Committee, providing justification for the necessity to select that person on the basis of his/her CV.

For the staff that belong to the categories (a) to (c) no special permission for private work is required, as long as the employment takes place beyond the working hours of their contractual duties.

Moreover, it is underlined that staff members of categories (a) and (b) who have the status of a freelancer do not issue an invoice for their payment from ELKE projects, as their participation in the project is considered as an additional employment and not a business activity (article 246, para. 1 Law 4957/2022).

### **2. Selecting staff that belongs to the category (h)**

2.1 For staff to be employed for teaching and general educational work, in the context of first cycle foreign language study programs, postgraduate study programs, training and educational programs provided by the Center for Training and Lifelong Learning (KEDIVIM) of UoC, summer and winter schools, the project PI has to submit to the Research Committee a) a request with the duration of the employment, the job description and the amount of remuneration and b) a decision by the respective academic body regarding the assignment of teaching/educational work.

2.2 For the staff that will be employed for research, scientific, laboratory or clinical work, on the condition that his/her selection has been evaluated or recommended by the funding body of the respective project, the PI has to submit to the Research Committee only a request with the duration of the employment, the job description and the amount of remuneration.

2.3 For the staff that will be employed for research, scientific, laboratory or clinical work and his/her participation to the project is considered necessary by the PI, the latter has to submit to the Research Committee the followings: a) a request with the duration of the employment, the job description and the amount of remuneration and b) a detailed proposal, accompanied by CV and academic degrees in order to establish the connection of the formal and substantive qualifications of the proposed staff to the work/service assigned.

2.4 For the staff that the PI considers as necessary for the proper execution of the project



and the duration of his/her employment does not exceed six calendar months and is paid with an invoice for services rendered, only the request by the PI with the duration of the employment, the job description and the amount of remuneration has to be submitted to the Research Committee. For the occasional nature of employment, the ELKE of the University of Crete applies the following criteria: i) his/her total remuneration (not including employer's contributions, where these are provided for) does not exceed annually, for all the projects in which she/he participates, the amount of remuneration with a invoice for service rendered not subject to the application of the Greek Accounting Standards, in accordance with the provisions of the tax legislation and (ii) the duration of his/her employment does not exceed six calendar months per year for all the projects in which he/she participates.

2.5 For civil servants, other than the employees of the University of Crete, only the request by the PI with the duration of the employment, the job description and the amount of remuneration has to be submitted to the Research Committee. The staff herein is remunerated with invoice for services rendered.

2.6. In case that the proposed person of the aforementioned cases 2.3, 2.4 and 2.5 is related to up to third degree kinship, by blood or marriage, with the PI, the latter is obliged to inform the Research Committee, providing justification for the necessity to select that person on the basis of his/her CV.

2.7 The staff who do not fall under any of the above cases 2.1 to 2.5, is being selected on the basis of a recruitment call.

## **2. Permission for private work or notification of Public Service**

Civil Servants that fall under the categories (d) to (h) have the obligation to notify the public sector body that they serve about their participation to an ELKE project, providing specific information on the tasks, the duration and days/hours of employment per week. They are also obliged to submit to the ELKE-MODY a permission to carry out additional work for a fee, according to the article 31 Law 3528/2007, at the latest by the time his remuneration is settled, otherwise the contract is terminated. A permission for private work is not required only because of exception based on special provisions (according to the article 127 Law 4957/2022).

## **B - PROCEDURE FOR RECRUITMENT CALLS**

The public call is accelerated by MODY, in accordance with the procedure described in article 244 of Law 4957/2022 for additional staff. During the selection procedure, the formal and substantive qualifications of the candidates will be assessed in accordance with the public sector qualifications, depending on the task or project to be assigned to them on a case-by-case basis.

### **1. Actions for a recruitment call**

- a) The project PI submits a request to the Research Committee to authorize the launch of a recruitment call and to appoint a Selection Committee.
- b) For every specific Call, the PI shall complete the relevant form of ELKE, which describes the work assignment/job content and defines the selection criteria together with any other specific conditions of the assignment. Particular attention should be paid to the clarity of the scope and/or deliverables of the contract, as well as the selection criteria and scoring scores. The call shall be formulated in such a way as to preclude targeting in individual cases. The selection criteria of the candidates correspond to necessary



- and/or additional academic, professional and scientific qualifications, which ensure the proper execution of the work or project to be assigned, in accordance with the object of the position. The selection criteria and the scoring system are determined by the Research Committee, following a proposal from the PI.
- c) The project PI may recommend that an individual interview be conducted to assess the suitability of candidates for the duties of the specific position. In cases where the PI considers it appropriate to conduct an interview, the call should specify as clearly as possible the characteristics of the candidates to be evaluated by the interview. If the subject of the assignment or project requires verification of the suitability of the candidates' qualifications or experience to perform specific tasks, the PI may recommend the conduct of a practical test or a test of specific knowledge relevant to the subject of the call and the way in which knowledge, skills and work efficiency are to be tested, as well as the syllabus of the test and mark scheme.
  - d) The PI's request will be considered by the Research Committee (RC), which may ask for the written opinion of one of its members who represents the Department or School to which PI belongs, in order to decide whether to authorize publication of the specific call.
  - e) The Human Resources, Procurement and Transactions Department (HR) of ELKE-MODY, after the approval of the RC, drafts the Call and send it to the President of the Committee for signature.
  - f) Once signed, the ELKE-MODY HR Department proceeds with its publication and the receipt of applications. After the deadline specified in the Call, the applications are delivered to the Selection Committee.
  - g) The Selection Committee evaluates the applications, in accordance with the provisions of the Call, and submits a relevant report to the ELKE-MODY HR Department. The latter is carrying out only a typical check of the report (e.g. correct reference to protocols or decisions, aggregation of grade scores, inclusion of all required data, signatures, etc).
  - h) The evaluation report is included in the agenda of the next meeting of the Research Committee (RC), which takes into account any observations arising from the typical check made by ELKE-MODY HR and may request clarification on scientific parameters the written opinion of a member of the RC who represents the Department or School to which PI belongs. The Research Committee: a) approves or rejects the evaluation report, b) decides whether or not to conclude the contract in question.
  - i) The ELKE-MODY HR Department, following the approval of the Committee, undertakes the preparation of a draft contract and its signature by the counterparty and the legal representative of ELKE.

## **2. Selection Committees**

Selection Committees, following the request of the PI, are set up by decision of the Research Committee. They shall consist of three (3) regular members and an equal number of alternate members, taking into account equal or proportional gender participation where possible. A full member of the Evaluation Committee shall be the PI who shall act as Chairperson of the Committee. The rest of the members come primarily from the staff of the University of Crete or from the project team from the categories (b) to (f) of the paragraph 1, article 243, Law 4957/2022.

The term of the Committee is equal to the duration of the project, if the project has a clear end date, otherwise the term is annual. Members of the Committee shall not have the status of spouse or partner or be related to any candidate by blood or marriage up to third degree



kinship. If a member of the Committee falls in any of the status indicated in the previous subparagraph, he/she must notify the other members of the Committee in writing, requesting his/her replacement.

### **3. Publishing Calls**

Calls for staff are published on the Transparency Program Initiative ([Diavgeia](#)) website, on the [ELKE website](#), on the [University of Crete website](#), in any forum required by the project funding body, or wherever else deemed appropriate by the project's PI. Publication on the EURAXESS website is mandatory for Calls addressed to researchers - in other cases it is at the discretion of PI to request publication. Researchers are defined as doctoral candidates and holders of a doctoral degree.

### **4. Deadline and application submission methods**

The minimum deadline for submitting applications is ten (10) calendar days from the date of publication of the call. Applications must be submitted to ELKE-MODY, either in paper or in electronic form, according to the template included in the Call.

### **5. Evaluation of applications**

- a) The Selection Committee proceeds by matching the required and supplementary qualifications with the qualifications of every candidate who has submitted an admissible application. The rejection of candidates who do not have the necessary qualifications must be accompanied by an explicit justification of the reason for their rejection, based on the terms of the Call. The matching and grading of candidates' qualifications must be clear and documented, in accordance with criteria defined in the Call. Additional qualifications other than those specified in the Call will not be taken into account, unless the call stipulates otherwise.
- b) Personal interviews or other additional means of evaluation (e.g. knowledge tests) may be used only if expressly provided for in the Call. Only the candidates with the required qualifications will be invited for interview or knowledge tests, and not all those who submitted admissible applications. The assessment of candidates, whether a practical test or a specific knowledge test is carried out, shall be assessed as pass or fail. In the last case, the candidates are placed in an exclusion list.
- c) In cases where a personal interview is foreseen, before the interview takes place, the Selection Committee must draw up a Candidate Evaluation Form, which will specify the subject areas to be covered in the interview and the maximum score to be awarded for each area (scoreboard). Particular attention must be paid to the clarity of the subject areas and their grading terms.
- d) The minutes of the Selection Committee will be written according to the ELKE-MODY draft template, modified as necessary.
- e) The candidate scoreboard is carefully and clearly completed and may be accompanied by a paragraph for each of the candidates, which presents his/her general profile and justifies his/her rating in each criterion. In particular, for those criteria that are graded according to their requested relevance to the scope of the project, particular weight should be given to the adequacy of the justification.
- f) In the event that the personal interview is used as a selection criterion, the Selection Committee should draw up a separate report to include, for every candidate, his/her grading in each of the subject areas of the Evaluation Form, together with the Committee's reasoning and judgements in relation to the performance of the duties of



the advertised post. The grading of each subject area either by consensus or as an average of the members is at the discretion of the Selection Committee and it is not required that the scores of every member be recorded in the minutes. It is apparent that the same Evaluation Form must be used for all candidates.

- g) Where additional assessment tools such as written tests are used, the marks awarded to candidates in those tests shall be clearly indicated in the evaluation report and their papers are submitted to ELKE-MODY as an annex to the report.
- h) The ranking tables of accepted and rejected candidates are approved by decision of the Research Committee, and subsequently are posted on the ELKE website, on the UoC website and on Diavgeia.gov.gr. With the expiry of the objection deadline, in accordance with para. 2 of article 245 of Law 4957/2022, the results automatically become final.

#### **6. Notifying Candidates**

The decision of the Research Committee is published on the Transparency Program Initiative ([Diavgeia](#)) site, on the [ELKE website](#), and on any other website the project PI deems appropriate.





## 7. Appeals procedure

- a) Appeals may be raised on grounds of the legality of the procedure. No appeal is allowed for reasons related to the interview or the knowledge test and the skills and work efficiency test.
- b) The text of the appeal and any supporting documentation shall be submitted, in electronic or paper form, to ELKE-MODY within five (5) calendar days from the day after the posting of the relevant decision of the Research Committee on the ELKE website (the day of posting is not counted in the 5 days). If the objection concerns the qualifications/qualities of the other co-candidates, it is communicated electronically to those concerned by ELKE-MODY. Each co-candidate has the right to submit his/her views, electronically or in paper form, to ELKE-MODY within five (5) calendar days of the relevant notification. To lodge an objection requires the payment of a fee, the amount of which is defined by a joint decision of the Ministers of Finance and Education and Religious Affairs.
- c) The advisory body for assessing appeals is the Appeals Committee, which is the same for all projects and is composed of three (3) regular members and an equal number of alternate members, drawn from all UoC staff categories (Teaching and Research Staff, Special Educational Staff, Laboratory teaching staff, Special Technical Laboratory Staff). The administrative support of the Appeals Committee is undertaken by an employee from the Financial and Administrative Support Unit (M.O.D.Y.) of the E.L.K.E.  
One regular member must be a Teaching and Research Staff. The members of the Appeals Committee must be different from the members of the respective Selection Committee(s) and may not be related up to third degree kinship, by blood or marriage, to any candidate. If the kinship ban affects a member of the Committee, he/she must notify the other members of the Committee in writing, requesting to be replaced by his/her alternate. The Appeals Committee examines the objections and submits its reasoned recommendation to the Research Committee, which is the decision-making body. The decision is communicated to each interested party by electronic means.
- d) By decision of the Research Committee, the final scoreboards are ratified and the decision on each appeal is communicated to the candidate. If the Research Committee finds a violation of the law or the Funding Guide or another regulatory act, either of its own notion or after an objection, it may decide to repeat the Call procedure in whole or in part. For omissions or defects that can be completed or corrected, the Research Committee, instead of repeating the Call procedure, may complete or correct the omissions or defects, if this is possible.
- e) Any candidate may request and receive from ELKE-MODY a copy of the minutes of the Selection Committee, after its approval by the Research Committee. Any candidate has also the right to access the personal file and evaluation forms of the other candidates (if any), exclusively for the duration of the appeals procedure or the submission of co-candidates' views, in accordance with the requirements of the Code of Administrative Procedure and other legislation on the protection of personal data.

## 8. Selection of the candidate and contract award

The Research Committee, on the recommendation of the competent Selection Committee, is the decision-making body for the selection of the most suitable person and for the award or not of the employment and project assignment contracts. Its decision shall be posted on the ELKE website and on the Transparency Initiative Program (Diavgeia).

In the event of resignation or revocation of the contractor or early termination of the contract, the next candidate may be selected according to the ranking table contained in the minutes of the Selection Committee.



## C - CLASSIFICATION IN SALARY SCALES AND RECOGNITION OF PREVIOUS SERVICE/QUALIFICATIONS IN FIXED-TERM EMPLOYMENT CONTRACTS

1. For fixed-term employment contracts of the case (h) para. 1 article 243 Law 4957/2022, the amount of remuneration is determined as follows:

a) in accordance with the salary conditions of Chapter B', Law 4354/2015 (A' 176), as long as the remuneration is covered by the project/program budget financed by national resources, b) by decision of the Research Committee, following the recommendation of the PI and it is proportional to the qualifications and the tasks of each employee, as long as the remuneration is covered by the budget of the project/program which is financed by private, international and own resources.

2. For fixed-term employment contracts, whose salary is fixed by Chapter B', Law 4354/2015 (A' 176), the salary scale classification, provided for in article 9 of Law 4354/2015, is carried out by the body responsible for the appointment. In this respect, according to article 232 of Law 4957/2022, the Research Committee is responsible for the classification of the recruited employee. The classification shall be incorporated in the decision approving the recruitment and shall be carried out in accordance with the provisions in force at the time on the salary scale for employees under a private law employment relationship in the Public Sector.

3. Following the classification, the newly recruited employee has the right to submit an application for recognition of previous experience and qualifications, in accordance with the applicable provisions. The application is accompanied by a recommendation of the project PI for which the employee was recruited. The application, accompanied by the PI's recommendation, is examined by the Research Committee, which may either reject it or accept all or part of the previous experience recognition requested or the relevance of the qualifications to the scope of work.

4. Classification in salary scales and recognition of experience and qualifications are examined in the light of the general provisions contained in the legislation in force.

For the recognition of prior working experience, the following shall apply:

1. The working experience that is provided under public law or private law with permanent contract or fixed-term contract in services and bodies referred to in para. 1 of article 7 of Law 4354/2015 (A'176) in the Member States of the European Union and in the official institutions and bodies of the European Union, is recognized as prior service in terms of remuneration.

2. Previous employment based on a project assignment contract in services and bodies of para. 1 of article 7 of Law 4354/2015 (A' 176) in the Member States of the European Union and in the official institutions and bodies of the European Union, is recognized as prior service in terms of remuneration. The total recognized work experience in this case cannot exceed seven (7) years.

3. Neither work in the private sector or self-employment nor the period of fulfilling military obligations for men, are recognized as prior service.





4. For the recognition of previous service under an employment contract, an application by the employee is required, accompanied by the necessary supporting documents (contracts and certificate of the institution) and a decision of the Research Committee. The change in salary is calculated from the date of the employee's application.

5. For the recognition of previous service under a project assignment contract, an application by the employee is required, accompanied by the necessary supporting documents (contracts and certificate of the institution), a recommendation of the PI on the relevance of the work carried out to the scope of the employment contract and a decision of the Research Committee. The change in salary is calculated from the date of the employee's application.

6. The time period from 01.01.2016 to 31.12.2017 is not taken into account for salary increase, according to article 26 of Law 4354/2015.

With regard to the recognition of degrees, the salary change corresponding to recognized master's and doctoral degrees occurs regardless of their inclusion in the required or additional qualifications of the Call for Expression of Interest.

For the application of salary changes from ELKE, an application by the employee, a recommendation of the PI on the relevance of the postgraduate qualifications to the employee's job description in the Call for Expression of Interest or in the PI's documentation at the time of the conclusion of the contract and a decision of the Research Committee are required. The salary change is calculated from the date of the employee's application and the submission of all necessary supporting documents.