CONDITIONS OF THE 2015 CALL FOR APPLICATIONS FOR THE UdG GRANT PROGRAMME FOR HIRING RESEARCHERS IN TRAINING (IFUdG2015)

Approved by the Delegate Committee for Research, Transfers and Doctorates at the session of 12th March, and the Full Meeting of the Social Council at the session of 17th March 2015.
This agreement repeals the agreement approved in session 1/2015, of 29th February 2015.

The main priority of the Grant Programme for Researchers in Training (2011 -2014) of the UdG, approved by the Governing Council at the session of 22nd December 2011, later modified and extended by approval of the Governing Council at the session of 27th November 2014, is to ensure that the number of doctoral theses of the UdG continues to increase, and that these theses can be prepared by the researcher in question in appropriate conditions. This final objective is entirely compatible with another of the strategic objectives of the UdG: attracting and retaining talent, pre-doctoral in this case, through the training of new doctors within the research groups of the UdG. This action is expected to increase the number of researchers in the research groups as well as the quality and competitiveness of the R&D they carry out. The UdG has also signed a co-operation agreement with a Santander Bank to promote the University internationally, so it is taking part in this call for subsidies in order to inaugurate a programme of international pre-doctorate grants UdG – Santander Bank.

The grants of IFUdG2015 will be co-financed for special actions by the interested entities and/or companies and the University of Girona (formerly BRAE) in order to include both research initiatives of different social, cultural and financial institutions of the University of Girona and the development of doctoral theses that affect or are related with the region.

Conditions

First. Purpose and objective of the grants

1.1 The purpose of this call for grants is to support the hiring of researchers in training at the University of Girona.

1.2 The amount of the grant shall be used for the employment of researchers under a pre-doctoral contract as specified in article 21 of Law 14/2011, dated 1st June, of Science, Technology and Innovation.

1.3 Some of the grants will be co-financed by the interested entities and/or companies and the University of Girona in order to include both research initiatives of different social, cultural and financial institutions of the University of Girona and the development of doctoral theses that affect or are related with the region.

1.4 Subsidies will be divided into two types according to their financing:

a) **TYPE A**: generic IFUdG2015 grants wholly financed by University of Girona.

b) **TYPE B**: IFUdG2015 grants in special arrangements co-financed by entities outside the UdG who cover 50% of the cost of the grant and which are associated with an UdG research group. The co-payment guarantee document from the external entity is mandatory when applying for this type of grant.
Second. Beneficiaries

General requirements

2.1 Beneficiaries of these grants must fulfil the following requirements:

a) Meet one of the requirements for access to the doctorate contained in article 6 of Royal Decree 99/2011, dated 28th January, regulating the official subjects for doctoral studies, with the following specifications:

1) In the case of degrees with 240 ECTS and higher degree, at least 60 ECTS of the Master’s Studies required to study the doctorate programme must have been passed between the 1st January 2012 and the date of submission of the application.

2) In the case of official degree courses with a minimum of 300 ECTS, they must have been completed after the 31st December 2011 and the certificate issued at the time of submitting the application.

3) Candidates in possession of a bachelor’s degree, higher engineering or architecture studies may also apply if they have obtained the DEA licence after the 31st December 2011.

b) Not possess the title of doctor.

c) The minimum average mark of the candidate must be as follows:

1) For the studies referred to in point 2.1.a.1 the mark must be equal to or higher than 6.5 (scale 1-10). The average mark is calculated by taking 80% of the first qualification (where the first qualification is from first and second cycle studies, the first cycle shall represent 60% of the total and the second cycle 40%) and 20% of the results of the ECTS Master’s courses certified as passed at the time of submitting the application.

2) For the studies referred to in points 2.1.a.2 and 2.1.a.3, that do not require Master ECTS to qualify for a doctorate, the average note must be equal to or higher than 6.5 (scale 1-10).

3) If the studies were carried out abroad, the mark given in the academic report must be calculated by the National Agency for Quality Assessment and Accreditation (ANECA).

d) Not have obtained, currently receive or have obtained at the time of publication or processing of this call for applications, any grant from a competitive programme of researcher training (FI, FPI, FPU, FIS or the equivalent).

e) Not have received a BRGR grant for twelve months prior to the publication of this call for applications.

Specific requirements

2.2 Acceptance of the grant requires enrolment in a doctorate programme of the UdG and agreement on the part of the person hired and the person supervising the thesis to fulfil their obligations. The incorporation is to take place on the 1st September 2015, 1st October and/or 1st November.

Enrolment on a doctorate course of the UdG at the time of presenting the application is not a requirement.
2.3. Applicants must present the endorsement of a research group of the UdG with their application. A candidate cannot be presented by more than one research group. Groups must fulfil the following requirements to endorse a candidate:

a) Not employ any researcher in training who is currently receiving a grant from the UdG, or meet this second condition:

\[
\frac{\text{Nr. of doctors in the group}}{\text{Nr. of UdG researchers currently in training} \times (\text{BR, BRAE})} \geq 3
\]

(*)A researcher in training is considered current if their grant expires after December 2015

Persons associated with centres taking part in the research shall not be considered members of the research group when calculating this grant.

2.4 To respond to this call for applications, the candidate must have a thesis supervisor who belongs to a research group of the UdG and who takes part as senior researcher or member of a competitive research project financed outside the UdG and presented through the UdG. If the competitive research project is less than a year from completion, dated from the submission of the application, they must have requested (or completed a commitment to request) another research project in a competitive call for projects.

In exceptional cases, the assessment sub-committee may consider candidates linked to a non-competitive research project of the UdG, as long as this project is financed and has priority strategic interest for the UdG.

Researchers may also be considered candidates if they are endorsed by research groups that have no current projects, as long as (1) the group has had at least 2 consecutive competitive projects in recent years, (2) the group requested a new project in the latest call but was unsuccessful, and (3) the group are committed to requesting another project in 2015.

2.5 The application will be excluded from the selection process if it does not meet one of these conditions.

2.6 Only one grant of each type can be awarded to each research group.

**Third. The number of grants**

3.1 In accordance with the objectives of the programme, the 2015 call for the UdG grants for researchers in training IFUdG2015 is intended to award a total of 22 pre-doctoral grants.

3.2 The 22 grants shall be distributed as follows:

**TYPE – A:** 18 grants distributed as follows:

- 10 grants for the science and technology areas (CT)
- 8 grants in the humanities and social sciences areas (HCS)

**TYPE – B:** 4 grants (50% of the cost of which shall be paid by the UdG) distributed as follows:

- 2 grants for the science and technology areas (CT)
- 2 grants in the humanities and social sciences areas (HCS)
3.3 **Type - B** will be assessed separately, as specified in point six in this call for applications. However, the distribution of the numbers by type may be modified in the event that no candidates apply for one of the types, or in the event that none of the candidates are awarded a grant. If the expected numbers are not reached despite these modifications, the numbers of **Type – B** may be assigned to **Type – A**, as long as the numbers reach 100% of the amount of the grants set for **Type – A**.

3.5 The first annual payment of the cost of this call for applications will be paid from the budget into 2015, and the following annual payments from the budget for 2016, 2017 and 2018. Cost item is 02.46.020, Cost applications 131.00 for remuneration of the work contract, and 160.00 as the quota of the employers. This amount will be paid at the end of each month, and subject to the deductions required by law.

**Fourth. Amount of the grants**

4.1 The amount of the grant includes remuneration and the cost of the employer’s quota for Social Security of the beneficiaries.

4.2 The remuneration of the beneficiaries is as follows:
- The first year: 1,000 euros gross monthly
- The second and third years: 1,142 euros gross monthly

4.3 The grant will cover the cost of supervision associated with the preparation of the thesis while receiving the grant IFUdG2015.

4.4 In no case shall the cost of the fees or the cost of other courses or studies that the beneficiaries may be taking while they receive the grant be covered.

**Fifth. Application and period for submissions**

5.1 The applications have two parts, one online and another on paper. The online applications must be submitted to the webpage of the UdG ([www.udg.edu/larecerca/OITT/Tràmitsonline](http://www.udg.edu/larecerca/OITT/Tràmitsonline)). The online submission will generate a copy that must be printed, signed and presented as explained below (together with the documents also listed below).

5.2 The online submission must be accompanied by the following documents in *.pdf or *.doc formats:

   1) Curriculum of the candidate
   2) Brief description of the project and plan of work drafted by the candidate (this may be the same research plan presented to the Doctorate School)

The online submission will only close when the documents requested have been entered in the required format.

5.3 The paper application must be submitted in any registration office of the UdG in the timetable indicated in the *Regulation and organization of the registrar’s office* (consult: [http://www3.udg.edu/arxiu/](http://www3.udg.edu/arxiu/)), or any of the places indicated in article 38.4 of the *Law 30/1992, dated 26th November, of the legal ordinance of the public administration and common administrative procedures*. The paper application must include:

   1) The printed copy of the online application, with the relevant signatures (the applicant, the thesis director and the person responsible for the UdG research group.)
2) Photocopy of the DNI, or photocopy of the passport for students from outside Spain.

3) Authenticated photocopies or originals of the personal academic qualifications for higher education which give access to the doctorate, with the results obtained, and the highest and lowest marks used in the relevant marking system and the minimum mark for a pass, as well as the date when the studies were finished. These documents are not required for qualifications obtained through the UdG.

4) In the case of studies taken abroad, the certificate of the National Agency for Quality Assessment and Accreditation (ANECA) must be presented.

5) In the case of candidates without qualifications from the UdG, their average marks in the relevant studies must be certified. Should these documents not be available, the content of point 6 shall apply.

6) Document guaranteeing co-payment or, if necessary, a collaboration agreement signed by the legal representative of the entity/company in the event that the application is for Type B.

5.4 The period for submitting the application ends on **17th April 2015**. Any applications that have not been presented online or on paper on this date in accordance with the foregoing points shall not be admitted.

5.5 The OITT will publish a list of the candidates admitted and those rejected ten days after the period for presenting applications has ended on the digital notice board of the online site of the University of Girona, explaining the reasons for their decision in each case.

The persons involved will have 10 days to present arguments against this provisional list or rectify their application dated from the day after the publication of the list. In the absence of appeals the list shall be considered final without any need for the publication described in the following paragraph.

At the end of this period, the final list of admitted and excluded candidates will be published on the digital notice board of the online site of the University of Girona. This resolution may be opposed by presenting an appeal before the rector in the terms contained in article 107 of **Law 30/1992, dated 26th November, of the legal ordinance of the public administration and common administrative procedures**, modified by **Law 4/1999, dated 13th January**.

Once the final list of admitted and excluded candidates is published, the OITT will pass all the documents of the present call for application to the president of the Selection Committee responsible.

**Sixth. Selection process**

6.1 The Delegate Committee for Research, Transfers and Doctorates will be the Selection Committee for the present call for applications, so it will be responsible for the draft resolution that will be presented to the rectorate. The assessment of the applications will be carried out separately for each type and in accordance with the assessment criteria given below. The technical staff of OITT and the Doctorate School will provide support to the Selection Committee.

6.2 Assessment criteria:

a) Candidate assessment: up to 4 points
a.1) Assessment of academic record in relation with the results of the year of qualification (up to 3 points)

The weighted and average mark (by credits) standardised against the average mark of the year of the degree/engineering/diploma studies will represent 80% and the weighted average mark (by credits) of the Master’s courses the other 20%. The ECTS passed at the date of submission will be used to calculate the average mark of the Master’s studies.

The standardisation of the average mark of the academic record of the degree/engineering/diploma studies will be performed using the following formula:

\[ N_{\text{norm}} = \frac{N_{\text{exp}}}{N_{\text{miija}}} \]

where:

- \( N_{\text{exp}} \) = Mark in the applicant’s file
- \( N_{\text{miija}} \) = Average mark for the study year of the applicant
- \( N_{\text{norm}} \) = Standardised mark of the applicant’s file

If the candidates have a qualification of first and second cycle, the average of the two marks shall be used once they have been standardised in relation with the average of the applicant’s study year. The standardised mark of the first cycle shall represent 60% of the average, while that of the second cycle will count for 40%.

If it proves impossible to obtain the average mark of the applicant’s study year, the average of the same study year for the studies most similar to the applicant’s at the UdG shall be used. In the case of applicants with qualifications from longer courses that cannot provide the average mark of their studies, which are second cycle at The UdG, the average of the most similar courses of the UdG in first and second cycles shall be used, with 60% of the first cycle and 40% of the second.

a.2) Assessment of the candidate’s curriculum (up to 1 point)

The merits to be considered are extraordinary undergraduate awards, publications, contributions to congresses, international activities, research collaboration work and other academic qualifications.

b) Group assessment: up to 6 points

The information from GREC and the databases of OITT and the Doctorate School will be used. If the director of the thesis takes part in a research project in which the lead researcher is not part of the same study group, the average of the assessment of both groups will give the assessment value.
### Criteria:

**Type – A and B**

- The director of the thesis belongs to a research group recognised by the Government of Catalonia.
  - Score: 1 point
  - (if the direction is shared, a proportional part will be applied if the directors of the UdG belong to SGR groups)

- The number of theses read at the UdG directed by group members later than 1st January 2008, standardised by the number of doctors in the group excluding those who obtained the title after the 1st January 2008. These with European or international references will be awarded 20% more value.
  - Score: up to 1 point
  - (if the thesis is jointly supervised by directors in different research groups of the UdG, the score of the thesis will be divided proportionally)

- (Number of researchers in training in the group)/(Number of doctors in the group)
  - Score: Up to 2 points
  - (These criteria shall be applied inversely: 2 points for the minimum quotient, 0 points for the maximum. Approved researchers in training (FI, FPI, FPU, FIS, BR, BRAE, BR-R) whose grant finishes after December 2015 shall be counted, including grants decided within the assessment period of current applications IFUdG2015)

**Type – A**

- Duration of the research project to which the candidate is attached (extensions granted do not count in this criteria).

**Type – B**

- The commitment of the external entity will be assessed.

- Indicators of grants renounced(*) (researchers in training beneficiaries – renounced)/(researchers in training beneficiaries)
  - Score: Up to 1 point
  - (* Researchers in training are considered to “renounce” when they do not complete or renounce the grant and there is no record of them enrolling (or requesting a temporary absence of enrolment) for academic tutoring of their doctoral thesis.

As regards the composition of the groups, the latest approved directory with all the modifications approved by the Delegate Committee on Research, transfers and Doctorates prior to the final date for submitting applications for this call will be taken into account.
6.3 Once all the foregoing criteria and scores are applied, two lists of candidates will be drawn up arranged from highest to lowest scoring for each of the types listed (scientific and technological, and humanities and social sciences). When the scores are even, the result of the candidate assessment section will act as a tie-breaker.

6.4 In accordance with point 8, the OITT will make the provisional proposal of candidates agreed by the Selection Committee public within a maximum period of 15 working days from the day after publication of the final list of admitted candidates, and there will be a seven-day period in which allegations can be presented against the Committee’s decision.

6.5 The Selection Committee will resolve any allegations presented within a maximum of ten working days, and then approve a final list of beneficiaries which will be published on the digital notice board on the online site of the UdG, to present the decision to the rector. If no allegations are presented against the provisional list, or if they are presented out of time, the provisional list shall be regarded as final, pending the resolution passed by the rector who brings the process to its conclusion.

6.6 Once the final list is published, beneficiaries of Type-B grants will co-operate with the collaborating entities and/or companies, if this has not already been done, to agree on specific terms and conditions for co-financing and continuing the grant and to establish the conditions for future payments on the part of the collaborating entity: payment of 50% of the cost when the agreement is signed, then 25% of the cost in the first month of the second year and the final 25% in the first month of the third and final year. This agreement must be signed by the collaborating entity at least fifteen days before the incorporation of the contract. Otherwise the grant will be revoked.

Seventh. Resolution of the call for applications

7.1 The rector of the University of Girona will inform the Governing Council of the resolution of this call within three months at the most from the deadline for submitting applications. The resolution will be made public and the interested parties informed through the digital site of the UdG on the day after signing.

7.2 The resolution may only concede one Type-A and one Type-B grant per UdG research group. Candidates from the same group who appear in the lists in order will be placed in reserve and can obtain the grant if the first candidate in the group renounces it.

Eighth. Notifications and resources

8.1 The call for applications, the process and resolution shall all be made public through the digital notice board on the online site of the University of Girona. Even so, the applicants will receive email notification of whether their applications have been admitted or excluded.

8.2 Once published as described in the preceding section, the interested parties are considered notified in accordance with article 59.5 of Law 30/1992, dated 26th November, of the legal ordinance of the public administration and common administrative procedures.

Ninth. Acceptance of the grant

Signing the contract as specified in point 13 of this call for applications implies acceptance of the grant, and the obligations set out in these conditions. However, the beneficiary of the grant must satisfy the requirements set out in the first section of point 13.1 before the contract can be signed.
Tenth. Obligations of the beneficiary

10.1 The beneficiary selected has the following obligations:

a) To join the research group and work efficiently on the doctoral thesis.

b) Inform and/or request authorization from the Doctorate School with regard to any change or incident affecting the development of the project and/or work plan, and to provide information when required (incompatibilities, absences, others...). To inform the Human Resources Service in the event of renouncing the contract by a formal notification sent to the vice-rector of research.

c) In the case of beneficiaries who have not presented their doctorate within the grant period, they must submit a report on the situation of the thesis to the OITT within two months of the end of the contract using the standardised model.

d) Mention in all the documents produced by this project during the period of the grant that it has been made possible by the research grant from the UdG.

e) Register the thesis and the academic supervision associated with it every academic year. If the beneficiaries of these grants request a transfer of their studies to a doctorate programme of a university other than the UdG, they will lose their status as researcher in training of the UdG and the contract will be terminated.

f) Pass the annual assessment that forms part of the doctorate training programme.

10.2 The director of the thesis has the following obligations:

a) To manage the incorporation of the beneficiary into the research group.

b) Ensure that the researcher in training is given adequate resources and infrastructure needed to develop their research work.

c) Inform the vice-rector of Research of any incident affecting the use of the grant (absences, incompatibilities, others).

Eleventh. Teaching activities of the beneficiaries

The beneficiaries of these grants may impart up to 60 hours of classes for the departments they are associated with, in response to the temporary requirements of the department or the need for additional collaboration. This collaboration will follow normal procedures for planning and managing the study plan. In no case will the collaboration of a grant beneficiary result in the reduction of teaching hours for a staff professor.

Twelfth. Renunciation

12.1 Renunciations must be notified in writing to the Office of Research and Technological Transfer. The written renunciation may be submitted in any registration office of the UdG in the timetable indicated in the Regulation and organization of the registrar's office (consult: http://www3.udg.edu/arxiu/), or any of the places indicated in article 38.4 of Law 30/1992, dated 26th November, of the legal ordinance of the public administration and common administrative procedures.
12.2 Beneficiaries who renounce the grant but continue their research activity (doctorate) will have to pay the enrolment fees for the coming year on the date of renunciation, unless they have completed more than 50% of the academic year.

12.3 If a beneficiary does not accept the grant, renounces it and does not complete pre-enrolment and/or enrolment, does not join the group or is rejected, the grant shall be transferred, where financially possible, to the next candidate on the list in order of priority, who can receive the grant on the first day of the month following the rector’s resolution on any rejections or renunciations that have occurred.

12.4 Candidates who renounce the grant before the 15th November 2015 can be replaced, where financially possible, by the next candidate on the list in order of priority. Renunciations that occur after this date cannot be replaced.

Thirteenth. Signing the contract and conditions

13.1 Signing the contract

13.1.1 There will be a ten-day period after the publication of the final list for the acceptance of the grant. The following documents must be submitted in this period at any registration office of the UdG in the timetable indicated in the Regulation and organization of the registrar’s office (consult: http://www3.udg.edu/arxiu/), or any of the places indicated in article 38.4 of Law 30/1992, dated 26th November, of the legal ordinance of the public administration and common administrative procedures, and addressed to the Office of Research and Technological Transfer of the University of Girona:

a) Documents showing pre-enrolment on a doctorate course 2015-2016.

b) Documents needed for registration on the payroll and social security.

c) Document accepting the obligations signed by the beneficiary and the director of the thesis indicating the date of incorporation in accordance with point 13.2.

d) Authorised photocopy of academic qualifications or receipt of payment for obtaining them.

13.1.2 Failure to present these documents in the stipulated time will be considered as non-acceptance of the grant, and as a renunciation of the same.

13.1.3 In those cases where non-recognition of foreign qualifications prevents enrolment before the 15th October 2015, the grant is revoked.

13.1.4 Registration for the payroll will not be effective until the OITT receives the incorporation certificate signed by the director of the thesis.

13.1.5 The candidates hired shall be recognised as researchers in training of the University of Girona.

13.2 Contract conditions

a) Duration of the contract:
The contract will be valid for one year with an annual extension within the framework of this grant programme up to a maximum of 2 extensions, as long as the conditions laid out this document and current legislation are met.

**b) Condition for terminating the contract:**
The presentation of the thesis will cause the termination of the contract, effective on the last day of the month in which the thesis is presented.

**c) Remuneration:**
The remunerations for the beneficiaries hired are as follows;
- In the first year of the contract: 1,000 euros gross monthly
- In the second and third year of the contract: 1,142 euros gross monthly

**d) Date of the start of the contract:**
Pre-doctoral contract will start on the 1st September 2015.

Contracts may exceptionally start on the 1st October or 1st November 2015 in the cases that are from outside the European community and have to follow the procedures to obtain a work permit.

To sign the contract the beneficiary will have to have presented pre-inscription for the 2015-2016 doctorate programme course of the UdG before 21st July 2015. Failure to present pre-inscription in this period shall be considered as a tacit renunciation of the grant. The contract may also be terminated if enrolment for the aforementioned course is not presented before 15th October 2015.

**Fourteenth. Suspension of the contract**
Temporary incapacity, risk during pregnancy, maternity leave, for adoption or fostering, risk during lactation or paternity shall all place the validity of the contract in suspension.

**Fifteenth. Contract extension**

15.1 As students enrolled in the doctorate programmes of the UdG, the beneficiaries of these grants must satisfy the procedures for monitoring doctoral theses established by the Doctorate School of the University of Girona.

15.2 The annual extension of the contract subsidised by the IFUdG2015 grants requires that a report on the activity and compliance of the beneficiary’s obligations must be issued in the penultimate month before the end of the contract. The Doctorate School is responsible for issuing this report in the 5-day period after reception of the requirement from the Office of Research and Technological Transfer.

15.3 In view of the reports received and any allegations raised by the beneficiary of the grant during the hearing arranged for this purpose, the Committee for Research, Transfers and Doctorates will issue a positive or negative decision on the extension of the contract which will be presented to the rector for resolution.

15.4 The Committee for Research, Transfers and Doctorates may make use of any other reports in drafting its own report. In any case, the Committee’s report must be presented to the rector at least 30 days before the end of the contract.
Sixteenth. Incompatibility of the grants

Reception of these grants is incompatible with any other similar form of support. These grants are compatible with work carried out in accordance with art. 83 of Law 6/2001, dated 21st December, of Universities, whenever this work is directly related with the line of research in which the work plan is registered.

In any case, the beneficiaries hired under these grants are subject to the conditions of incompatibility that apply to the teaching research staff employed by the University of Girona.

Requests for authorisation of compatibility must be presented to the Vice-rectorate of research, and will be assessed by the Delegate Committee for Research Transfers and Doctorates.

Seventeenth. Breaches and repeal of the grant

The complete or partial breach of the obligations or requirements established in the conditions of this call for applications, or those that figure in the decision to concede the grant, if any, caused by the concealment or falsification of data will cause the beneficiary to lose the grant and the work contract to terminate, and be obliged to return any sums paid out, if necessary. The grant will be repealed following the proper procedure, which will include in all cases a report by the thesis director and will guarantee a hearing for the beneficiary of the grant.

Eighteenth. Applicable legislation

The precepts contained in Law 26/2010, dated 3rd August, on the legal ordinance for procedures in the Catalan Public Administration, and Law 30/1992, dated 26th November, on the legal ordinance of the public administration and common administrative procedures shall apply in all cases not covered by these conditions.