

## CONDITIONS OF THE PUBLIC COMPETITION FOR THE CONTRACTING OF TRAINEE PREDOCTORAL RESEARCH STAFF (PIPF)

### **1. Background**

The Rovira i Virgili University (URV) is an institution dedicated to providing the public service of higher education and research by means of teaching, research and university extension activities.

To meet this commitment in the field of research, the URV needs to train research staff by means of doctoral programmes and theses.

Contracts for trainee researchers are a fundamental tool both for attracting talented researchers from all over to come and study doctorates and for carrying out essential research activity throughout the university. For this reason, it is necessary to increase the number of doctoral contracts and to ensure that these contracts contribute to the URV's international visibility.

Consequently, to reach its objectives, the URV wants to incentivize the training of future doctoral students by means of a grants programme that enables the URV to:

1. Qualitatively and quantitatively increase the human and economic resources available to the URV for predoctoral training, research and teaching.
2. Strengthen the university's own doctoral programmes.
3. Increase the number of doctoral theses carried out in its departments.
4. Complement the training of doctoral students within the frame of R+D+I projects carried out by URV research groups.

### **2. Regulations**

- Organic Law 6/2001, of 21 December, regarding universities, modified by Organic Law 4/2007, 12 April ( BOE 13/04/2007 - Official Spanish State Gazette).
- Law 1/2003, of 19 February, regarding the Universities of Catalonia.
- Decree 202/2003, of 26 August, which approved the Statute of the Rovira i Virgili University.
- Law 14/2011, of 1 June, on Science, Technology and Innovation
- Trainee Predoctoral Research Staff Programme, approved by the Governing Council on 10 July 2012.

### **3. Scope**

By means of the aforementioned law, the Universitat Rovira i Virgili regulates the contracts of trainee predoctoral research staff (PIPF).

### **4. Objective**

The objective of this programme is to complete a doctoral thesis at the Rovira i Virgili University.

### **5. Conditions**

#### 5.1 List of contracts:

The predoctoral contracts that are the object of this competition are listed in the annex that is attached to these conditions and are linked to the specified area of knowledge and department within the frame of the Trainee Predoctoral Research Staff Programme (PIPF).

#### 5.2 Characteristics of the contracts:

Trainee predoctoral researchers will have full-time research and teaching duties. Their principle obligation will be to complete a doctoral thesis at the Universitat Rovira i Virgili University within one of its official doctoral programmes. However, the corresponding Departmental Council may assign the trainee predoctoral researchers to collaborate in providing teaching assistance for up to 60 hours a year. These collaborations will be recorded in the individual's Academic Organization Plan (POA) and will provide the individual's department with a substantial amount of teaching support.

#### 5.3 Requisites:

##### a) General requisites

Candidates must:

- Be aged between 18 and the retirement age.
- Not have any illness that prevents them from carrying out their corresponding functions in a normal manner.
- Not have left the service of any of the public administrations for disciplinary reasons, or be forbidden from carrying out public functions.
- Not be disqualified in any of the ways listed in Law 53/1984, of 26 December, regarding the disqualification of personnel from the public administrations.

b) Specific requirements

Candidates must:

Possess academic qualifications that allow them to directly enter into doctoral studies.

Formalize their registration onto a doctoral programme and present this to the Human Resources Service during the first trimester of the contract.

If the candidate does not register, he/she will be stripped of the contract and will have to return any of the money that he/she may have received. Should this happen, the next candidate on the corresponding department's list will be proposed for the contract, provided that such a list has been agreed.

#### 5.4 Duration

PIPF contracts will have an initial duration of one year and may twice be extended for another year up to a total period of three years provided that the thesis supervisor has submitted a favourable report and in accordance with the academic committee of the doctoral programme. If the trainee researcher has not completed their doctoral thesis in three years, the contract may be renewed for a fourth year provided that a report is submitted which provides reasonable guarantees that the thesis will be completed during this period. The department to which the student is affiliated will take the final decision on whether to renew a contract and will base this decision on the previous reports.

In the case of contracts that are under the aegis of R+D+I projects or agreements with other institutions, the student must also submit a favourable report from the principal researcher of the said project or from the Monitoring Committee, and a guarantee of funding from an R+D+I project or from any other funds available to the research group to which the principal researcher is affiliated. This funding must be used expressly for the project.

Once trainee researchers have obtained the degree of doctor, the research training phase will come to an end and the postdoctoral stage will commence.

PIPF contracts may be rescinded at any time on agreement by the Departmental Council and by Resolution of the Rector once they have received the necessary report from the department recommending such a course of action.

In all cases, the annual renewal of the contract will depend on the availability of the necessary funds.

Any amounts awarded for similar grants or contracts will be discounted from the total amount of this contract.

#### 5.5 Amount:

The money provided by the predoctoral contracts will be used to pay:

- a) Gross monthly payment: the gross monthly payment of the contracts during the first year (2012) is 1.139,32 € for twelve months.
- b) Corresponding fees for the thesis supervision.

The money provided by the predoctoral contracts will be paid by the funding entity.

#### 5.6 Documentation to be provided by the candidates:

Individuals who meet the necessary requirements to apply for one of these contracts must present the following documentation:

- Application form completed in accordance with the electronic instructions and addressed to the Rector of the URV
- Identity card, resident's card or passport
- Curriculum Vitae accompanied by supporting documentation
- Attested photocopy of degree certificate or proof that the fees for the issuance of the certificate have been paid (duly translated).
- Attested photocopy of the official academic transcript of the trainee researcher's qualification. This should show the average grade, the number of credits for each subject or, if this is not possible, the number of hour studied.
- Attested photocopy of academic transcript of the Master's degree.
- Other merits

All documentation must be presented with the application form within the period established in the following subsection.

#### 5.7 Presentation of applications:

Individuals who wish to participate in this competition and who meet the requirements to do so must present the corresponding application form in accordance with the model found on the website of the [URV](#).

Application forms must be presented to the auxiliary registry at the Central Services, building N5 of the URV (C/ Marcel·lí Domingo, 2-4-6, post code 43007, Tarragona) between 11.00 and 13.00 Monday to Friday.

They may also be presented to any other auxiliary registry or the General Registry of the URV. The location and opening hours of the auxiliary registries and General Registries of the URV can be found at <https://seuelectronica.urv.cat/registre.html>.

According to article 38 of Law 30/1992, 26 November, regarding the legal system governing the public administrations and common administrative procedure, documentation can also be submitted to:

- The registries of any administrative body that belongs to the General Administration of the Spanish State or to any administrative body of the autonomous communities of Spain.

- Any office of the Spanish Postal Service, in the manner established by the regulations. If the documentation is sent by certified post, the documentation must be presented at the corresponding office of the Spanish Postal Service in accordance with article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope so that the application, letter or communication addressed to the URV can be dated and stamped before the it is certified. If the application is not dated and stamped by the corresponding office of the Spanish Postal Service, the date on which the application arrives at the registry of the URV will be regarded as the date on which it has been submitted.

- The diplomatic representations or the consular offices of the Spanish state abroad.

If the applicant submits the documentation by one of these additional means, he/she must communicate this within the application period by means of telex, telegram or fax to the Human Resources Service of the URV, C/ Marcel·lí Domingo, 2-4-6, post code 43007, Tarragona, fax: 977297032.

Deadline for applications: **20th october 2012**

#### 5.8 Resolution:

The Departmental Councils will form the committees that have to evaluate the applications submitted for each contract. These committees will have three full members and three substitute members who are all members of the department's permanent teaching and research staff and who meet the URV's requirements to supervise doctoral theses.

The committees for evaluating applications for contracts funded by R+D+I projects will be presided over by the principal researcher affiliated to contract.

Applications for contracts that are governed by agreements between the URV and other institutions will be evaluated by the committees stipulated in the respective agreements.

Each committee will assign the contracts in accordance with either its Departmental Council or its Monitoring Committee (according to the circumstances), and its main criterion will be the relevance of each applicant's academic transcript to the area of knowledge pertaining to the contract.

After examining the proposal assignment of contracts, the Rector will pass a resolution in which he will name a candidate for each contract in the order proposed by the Departmental Council or Monitoring Committee until all the contracts in the competition have been awarded. The competition may be declared void.

Any appeal against the awarding of the contracts must be addressed to the Rector of the URV and presented to the General registry within one month of the publication of the award.

#### 5.9 Renunciations and substitutions:

If the beneficiary wishes to renounce the contract, he/she must communicate this in writing to the Human Resources Service, giving at least 15 days' notice. This communication must state that the student has voluntarily renounced the contract and give the date from which he/she wishes to withdraw from it.

Provided that the Department requests it, trainee predoctoral researchers may be replaced in the following circumstances,

- renunciation
- non-renewal
- early cessation

If an applicant relinquishes or resigns from a contract before time, and if there is a waiting list, the rector will appoint the first candidate on the waiting list as the applicant's replacement.

#### 5.10 Incompatibility

These contracts are incompatible with any other grant or contract, with payments that imply a contractual link of a similar nature, or with activities that may prevent the individual from dedicating him/herself exclusively to the work that is the object of the contract in the opinion of the Human Resources Committee delegated by the Governing Council of the URV.

#### 5.11 Others:

The awarding of a PIPF contract does not imply any type of commitment on the part of the awarding department regarding the subsequent employment of the trainee predoctoral researcher.

In accordance with the Regulations regarding the Industrial and Intellectual Property of the URV that were approved by the Governing Council on 30 April 2009, the intellectual ownership of a literary, artistic or scientific work belongs to the author for having created it, although the exploitation rights will have first been transferred to the university unless there is an agreement to the contrary.

Any publication or other results that result from the contract must cite the funding entity or entities in the appropriate section and the reference number assigned to the funding.

#### 5.12 Complaints

Any interested party may lodge an administrative appeal against this competition and its conditions at the Administrative Court in Tarragona within two months, counting from the day after notification is received. An appeal for reversal can also be made to the Rector of the URV prior to the administrative appeal and within one month of the day after notification is received.

Likewise, interested parties can appeal to the rector of the URV against the actions of the committee within one month of having been informed of this decision. This appeal will be understood to have been rejected if the university administration publishes no resolution regarding the appeal within three months after it has been lodged. The opportunity to lodge an administrative appeal at the Administrative Court of Tarragona will expire six months from the day after the appeal lodged with the Rector has been rejected. If a resolution is published regarding the appeal lodged with the Rector, the interested party will have two months starting from the day after they have been notified of this to lodge an administrative appeal.

Likewise, interested parties may lodge any other appeal they deem necessary to defend their interests.