



Instructions for applying for teaching assistant grants and assistant/talent grants:

UNIVERSITAT ROVIRA I VIRGILI

1. Website for applying for teaching assistant grants and assistant/talent grants:
<https://appserver.urv.cat/bequespub/consultaBequesObertes.html>
2. Go to "Grant-awarding unit", select from drop-down menu: Student Advisory Office - Teaching Assistants and Assistant/Talent

Grants open for application

List of grants open for application

Grant called by: Faculty/school:

Call:

Grant code: Grant name: Hours per week:

Deadline from: To:

Call	Grant code	Grant name	Hours per week	Grant called by	Faculty/school	Publication date	Deadline date
020516-Tècnic Informàtic CREVER	2016-05-83-VALLÈS	Tècnic Informàtic CREVER	25	Servei de Gestió de la Recerca	Departament d'Enginyeria Mecànica	02/05/2016	11/05/2016
290416-BECA PROJECTE: CIRURGIA DE	2016-04-89-SABENCH	BECA PROJECTE: CIRURGIA DE L'OBESITAT	25	Servei de Gestió	Departament de Medicina	29/04/2016	08/05/2016

3. Go to "course" field, select from drop-down menu: **Master's course for which the applicant has pre-registered**

Grants open for application

List of grants open for application

Grant called by: Faculty/school:

Course:

Hours per week:

Call	Grant code	Grant name	Hours per week	Grant called by	Faculty/school	Publication date	Deadline date
290416-BECA PROJECTE: CIRURGIA DE	2016-04-89-SABENCH	BECA PROJECTE: CIRURGIA DE L'OBESITAT	25	Servei de Gestió	Departament de Medicina	29/04/2016	08/05/2016

4. Click on "Search"

Grants open for application

List of grants open for application

Grant called by: Faculty/school:

Course:

Call:

Grant code: Grant name: Hours per week:

Deadline from: To:

Call	Grant code	Grant name	Hours per week	Grant called by	Faculty/school	Publication date	Deadline date
200416 - 100 Teaching assistant and assistant grants 2016-17	1017AD0E01	1017AD0E01 - Teaching assistant grant for the Department of Mechanical Engineering	8	Oficina d'Orientació Universitària - Ass. Docents	Departament d'Enginyeria Mecànica	20/04/2016	30/04/2016
200416 - 100 Teaching assistant and assistant grants 2016-17	1017AD0E01	1017AD0E01 - Teaching assistant grant for the Department of Chemical Engineering	8	Oficina d'Orientació Universitària - Ass. Docents	Departament d'Enginyeria Química	20/04/2016	30/04/2016
200416 - 100 Teaching assistant and assistant grants 2016-17	1017AD0E02	1017AD0E02 - Assistant grant for the Department of Chemical Engineering	8	Oficina d'Orientació Universitària - Ass. Docents	Departament d'Enginyeria Química	20/04/2016	30/04/2016
200416 - 100 Teaching assistant and assistant grants 2016-17	1017AD0E03	1017AD0E03 - Teaching assistant grant for the Department of Mechanical Engineering	8	Oficina d'Orientació Universitària - Ass. Docents	Departament d'Enginyeria Mecànica	20/04/2016	30/04/2016



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5. The applicant will see all the specific teaching assistant grants and assistant/talent grants for the master's course

Grant management

Start Grants search Grants open for application User validation Assignment of grants Admitted / Excluded

Grants open for application

List of grants open for application

Grant called by: Faculty/school:

Course:

Call:

Grant code: Grant name: Hours per week:

Deadline from: To:

Call	Grant code	Grant name	Hours per week	Grant called by	Faculty/school	Publication date	Deadline date
201616 - 100 Teaching assistant and assistant/talent grants 2016-17	1617ADDE92	1617ADDE92 - Teaching assistant grant for the Department of Mechanical Engineering	8	Oficina d'Iniciació Universitària - Ass. Docents	Department d'Enginyeria Mecànica	25/04/2016	30/06/2016
201616 - 100 Teaching assistant and assistant/talent grants 2016-17	1617ADDE92	1617ADDE92 - Teaching assistant grant for the Department of Chemical Engineering	8	Oficina d'Iniciació Universitària - Ass. Docents	Department d'Enginyeria Química	25/04/2016	30/06/2016
201616 - 100 Teaching assistant and assistant/talent grants 2016-17	1617ADDE92	1617ADDE92 - Assistant/talent grant for the Department of Chemical Engineering	8	Oficina d'Iniciació Universitària - Ass. Docents	Department d'Enginyeria Química	25/04/2016	30/06/2016
201616 - 100 Teaching assistant and assistant/talent grants 2016-17	1617ADDE92	1617ADDE92 - Teaching assistant grant for the Department of Mechanical Engineering	8	Oficina d'Iniciació Universitària - Ass. Docents	Department d'Enginyeria Mecànica	25/04/2016	30/06/2016

6. Note down the code or codes or print the page of the grant/grants that you wish to apply for. To see the requirements and conditions, click on the grant
7. To apply for the grant click on "apply for grant" to the right of the screen

Grant management

Start Grants search Grants open for application User validation Assignment of grants Admitted / Excluded

Catalogue of current grants

Information about the grant

Grant code: State of grant: Applicant:

Number of places: Hours per week: Start date: End date:

August activity:

Observations:

Location of grant:

Grant type: Gross monthly salary *:

Timetable:

Request courses

Course:

* Subject to the regulation regarding Income Tax on Non-Resident Persons - RPF and to Royal Decree 1493/2011, of 24 October training programmes.

8. Validated according to the situation of the student:
- Masters student registration formalized:
 - You must use the same User and Password that you are using in other services such as the URV's e-mail, intranet or Moodle.
 - pre-registered student to master without registration formalized:
 - Pre-registered applicants (URV students) must use their URV username and password
 - Pre-registered applicants (non-URV students):
 - Spanish nationals:
 - username: Tax Identification Number (99999999-L)
 - password: date of birth in the format: dd/mm/yyyy
 - Foreign applicants:
 - username: The same one that you used during preregistration (if it is a foreign resident identification number (NIE) do not include the final letter)
 - password: date of birth given during pre-registration in the format: dd/mm/yyyy



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The screenshot shows the 'Grant Management' login page. At the top, there is a navigation bar with 'Més visites', 'Primers passos', and 'Darreres notícies'. Below this is a header with the 'Grant Management' logo and title. The main content area features a 'Welcome.' message followed by a 'Please identify yourself.' prompt. A login form contains fields for 'User:' and 'Password:', with a 'Login' button. Below the form, there is explanatory text about user credentials and contact information for collaboration grants (bequescol@urv.cat) and research projects grants (beques.proyecto@urv.cat). At the bottom, there is a privacy notice regarding data storage and a link to 'Frequently asked questions'.

- 9.
1. Select up to 7 grant codes in order of preference from the drop-down menu.
 2. Upload files (curriculum vitae, certificates, etc.).
 3. Click on "Save"

The screenshot shows the 'Grant Management' application form. It includes a 'Call name:' field with a dropdown menu (arrow 1), a 'Name of request:' field with a dropdown menu, and a 'Curriculum Vitae' section with an 'Attach' button and a 'Navega...' button. Below this is an 'Other documents' section with another 'Attach' button and 'Navega...' button. A 'Motivation for applying:' text area is also present. At the bottom right, there is a 'Save' button (arrow 3) and a 'Submit commitment to enrol' checkbox. A 'Cancel' button is located in the side menu. A large blue arrow (arrow 2) points to the 'Attach' buttons for the CV and other documents. A sidebar on the right contains instructions: 'You must select at least one grant in the field "Name of req"', 'The order of preference is established according to the order selection, from top to bottom, the most important ones being top and the least important ones at the bottom.', 'You cannot choose the same grant twice and you cannot as twice for a grant if you have already submitted an application same grant in the same call.', 'You can only attach one document "Curriculum Vitae".', 'Complete and attach the registration commitment model for g that will be implemented during the next academic year. Registration commitment model', 'Click on "Save" at the bottom of the page to save the grant application.', and 'Click on "Cancel" in the side menu to go back to the selection without saving the grant application.'