

## GRANTS FOR INITIATION IN TEACHING AND RESEARCH DEPARTMENTS

### Conditions governing the 2019-2020 call for applications

Every academic year, the Spanish Ministry of Education calls for applications for "Departmental Collaboration Grants", which aim to help postgraduate students to access careers in teaching and research by giving them the opportunity to train in university departments in a manner that is compatible with their studies .

These grants are of particular use to students because they allow them to gain first-hand experience of the specialised teaching and research duties directly linked to the courses that they are following, whilst also offering students the chance to broaden their knowledge and identify their interests in readiness for future teaching and research opportunities.

The URV wants to strengthen this learning system through grants aimed at first-year master's students and announces a call for these grants with identical objectives that are governed by the present conditions.

#### 1. Object and legal regime

1.1. 1.1. The URV's Teaching and Research Initiation Grants (hereafter referred to by their Catalan initials as the BIDI or the grants) are intended to enable students of an official master's degree to undertake initial teaching and research obligations in order to help prepare them for a professional career in one of these ambits after they have completed their postgraduate studies.

1.2. Associated with each grant is a training project that the student must undertake within one of the teaching or research lines in progress at the department to which the grant is attached. The project must define the tasks that the student is to carry out and explicitly state the complementary training impact that these will have on the acquisition of the competencies associated with the student's master's degree. The project will be approved by the teacher or research who is to act as the student's tutor. 1.3. The training activities intended to initiate the student in teaching and research are directly linked to the student's master's course and the acquisition of competences.

1.4. The grant received by the student is financial in nature and is intended to defray the expenses associated with the student's master's course, particularly among students with low family incomes.

1.5. The call for applications and the awarding of the BIDI grants are governed by the present conditions.

1.6. The Student Office (SO) is responsible for administering the call for applications, students' applications, the awarding of the grants and any incidents relating to the grants via the Grants Administration platform ([www.urv.cat/gestiobeques](http://www.urv.cat/gestiobeques)).

1.7. The SO may decide on how to proceed in all cases that are not covered by the present conditions. In all cases, the Teaching, Students and University Community Committee, as delegated by the Governing Council, is responsible for interpreting the present conditions and for resolving any queries or complaints that may be submitted by the applicants.

## **2. Number and value of the grants**

2.1. The call for applications for BIDI grants is a competitive procedure and the number of grants is determined by the capacity of the departments to take on trainee students and the amount of money that each department sets aside for this purpose. The maximum number grants each year for the entire URV is 60.

2.2. The BIDI grants may have a duration of one semester or the whole academic year. Depending on the duration the grants have the following values:

- a) a. Grants covering the first semester only (3 months, preferably October to December) = €1125.00
- b) b. Grants covering the second semester only (5 months, preferably January to May) = €1875.00
- c) c. Grants covering the whole academic year (8 months, preferably October to May) = €3000.00

2.3. Students who are awarded a BIDI grant must still pay their master's registration fees and any other official fees for academic services.

2.4. The grant will be paid to the student on a monthly basis.

2.5. The awarding of these grants is subject to the availability of funds for this purpose.

2.6. If the grant is renounced or revoked, the student will receive the proportional part of the grant.

## **3. Applicant requirements**

3.1. To be eligible for and admitted to the grant-awarding process, applicants must have pre-registered for the URV master's degree that is the object of the grant or they must have completed the first year of their master's degree if it is 90 or 120 credits long (and this is stipulated in the conditions of the call). The grants are also open to students in the final year of a bachelor's degree who have MECES level 3, such as Medicine and Architecture.

3.2. In the case of interuniversity master's courses, the applicant must register at the URV.

3.3. In order to receive the grant, the applicant must register for a minimum of 47 credits (if a full-time student) on the master's course that is the object of the grant. The deadline for registration is 17 October 2018. The deadline for registration is 30 September 2019.

3.4. In the case of grants for 90 or 120-credit master's degrees, the conditions of the call for applications can limit the grants to students in the first or second year.

Second year students must register for all of the remaining credits that they require in order to complete the master's degree.

3.5. If the applicant does not comply with these requisites or fails to register before the deadline expires, any grant that has been provisionally awarded will be revoked and awarded to the person with the highest number of points on the waiting list.

#### **4. Call for applications and the application process**

4.1. The SO will publicly announce the call for applications for the grants and will open the period for presenting applications. This period will close on the date specified in the grant conditions.

4.2. Students may only apply for grants that are destined for master's courses for which they have pre-registered or of which they have completed the first year (if this is stipulated in the conditions of the call). Therefore, any application will be invalid if it is for a grant that is not related to a master's courses for which the student has pre-registered.

4.3. Along with the application form, applicants must also submit the following documentation via the *Gestió Beques* platform:

a) Spanish applicants who completed the qualification that gives them access to the master's degree at a university other than the URV must submit their academic transcript showing their average grade according to the criteria established by RD 1125/2003, of 5 September, which specifies the European credits system and the official system for grading university qualifications throughout Spain.

b) International students, in addition to their academic transcripts, may be required to submit a *declaration of equivalence of average grades for university courses completed abroad* issued by the Spanish Ministry of Education, Culture and Sport. The procedure for obtaining this declaration can be found on [the website of the Ministry](#).

The conditions of the call may state that it is not necessary to submit the declaration. However, regardless of whether it is a requirement, international applicants are still recommended to submit the declaration to help the grants committee evaluate their application.

#### **5. Selection process and assignation of grants**

5.1. Once the application period has closed, the provisional list of applicants admitted to and excluded from the selection process will be published. This list must give state the reasons for any exclusions.

5.2. Applicants have a period of 10 calendar days after the publication of the provisional list to submit any objections that they may have.

5.3. After the 10 calendar days have expired and all objections have been resolved, the definitive list of applicants admitted to and excluded from the selection process will be published.

5.4. Each grant is awarded by a selection committee consisting of a minimum of 3 individuals appointed by the coordinator of the master's course.

5.5. The selection committee will award each application a maximum of 20 points in the following manner:

- a) Up to 10 points for the weighted grade of all the grades on the academic transcript of the qualification that enables the applicant to access the master's degree, in accordance with the criteria specified by Royal Decree 1125/2003, of 5 September, which specifies the European credits system and the official system for grading university qualifications throughout Spain.
- b) Up to 10 points for the applicant's curriculum vitae. Among other aspects, the selection committee will evaluate applicants' foreign language abilities, the relevance of their previous studies to the master's course, professional experience, mobility visits, grants or prizes received, publications, etc. The selection committee will only consider merits included in the CV that was submitted when the applicant pre-registered for the master's course and for which documentary evidence has also been presented.
- c) In cases of parity between candidates in terms of the academic records and curriculum vitae, the academic committee may include economic criteria (family income) when taking their final decision to determine the recipient of the grant.

5.6. Once the selection committee has evaluated all the applicants, it will publish the scores obtained and provisional list of successful candidates for each grant. Grants may be conditionally awarded to applicants who are not yet registered for the relevant master's course provided that they register in due course.

## **6. Waiting list**

6.1. Applicants who have been admitted to the selection process but who have not been awarded a grant will be placed on a waiting list where they will have a chance of being awarded the grant should the successful candidate withdraw from the process.

6.2. A grant may be awarded to an applicant on a different waiting list in cases where the grant has not been awarded to due to a lack of candidates. The SO will reassign any such grants at the request of the faculty, school or department that is funding the grant.

6.3. The SO will offer any vacant grants to candidates on the waiting list. For this purpose, the SO will use the email addresses provided by the candidates during the pre-registration process. Candidates have 48 hours to accept before the offer expires.

## **7. Obligations of the grantholder and tuition**

7.1. The grantholder has the obligation to:

- a) submit the documentation required in order to be awarded the grant. They must do this via the Grants Administration platform. The documentation is:
  - [Form for personal and bank details.](#)
  - Copy of Spanish identity card.
  - Spanish bank account details.
  - In the case of international students, copy of passport and copy of visa, if appropriate.

- b) Continue throughout the 2019-20 academic year on the master's degree for which they have registered and for which the grant has been called.
- c) Carry out the teaching and/or research initiation tasks specified in the training project in the grant conditions and in accordance with the indications of the tutor.
- d) Submit an assessment of the competencies that they have acquired during the grant. This assessment must be submitted using the specific template once the grant has expired.

7.2. The teacher or researcher assigned by the department will act as tutor and is responsible for detailing the collaboration plan and the teaching and research initiation tasks that the student is to undertake during the period of the grant.

7.3. When the grant expires, the tutor will evaluate the training activities undertaken by the student to determine if the student has achieved the training objectives set out at the start of the grant. For grants lasting the entire academic year, the tutor will submit a report on the student's progress after the first semester.

7.4. The tutor must inform the SO about any incident relating to grant.

## **8. Incompatibilities and revocation**

8.1. Grantholders are included in the Social Security register, in accordance with Royal Decree 1493/2011, of 24 October, which regulates the terms and conditions for inclusion in the Social Security system of individuals engaged in educational/training programmes.

8.2. The BIDI grants are incompatible with any other grant or award that involves any activity that impedes the initiation tasks specified in the BIDI conditions. In these instances, the SO may fully or partially revoke the grant.

8.3. If any falsehood or error is detected in an application or if a successful applicant fails to comply with any of the requisites established in the present conditions, the SO may begin the process of revoking the grant.

8.4. The grant may be revoked if the grantholder:

- a) Does not complete the master's degree.
- b) Does not carry out the teaching and research activities stipulated in the grant conditions.
- c) Does not pass the first evaluation (if the grant is annual).
- d) Does not keep up to date with the payment of their registration fees.

8.5. The Departmental Management Team and/or Master's Coordinators can stipulate additional reasons for revoking a grant in the grant conditions.

## **9. Handling of personal details**

9.1. Data collected from the grant applications will be stored and processed in a database. The Data Controller responsible for applicants' personal data is the Universitat Rovira i Virgili, based at Carrer de l'Escorxador, s/n, 43003 Tarragona and with the web address <http://www.urv.cat>.

The email address of the Data Protection Officer at the Universitat Rovira i Virgili is [dpd@urv.cat](mailto:dpd@urv.cat) and the officer's address is Carrer de l'Escorxador, s/n, 43003, Tarragona.

9.2. The URV uses the information provided to it by interested parties for the sole purpose of administering the awarding of the grants covered by the present conditions. Specifically, it uses the data to confirm that applicants meet the requirements to be eligible for a grant and that they have the academic qualifications specified in their applications.

9.3. Personal data are kept for as long as it takes to complete the procedures for which they were collected.

9.4. The legal basis for the handling of applicants' data is the need to exercise the public powers invested in the institution.

9.5. Personal data will not be ceded to third parties unless there is a legal obligation to do so. If such an obligation arises, only the data necessary will be ceded.

9.6. All data subjects have the right to know whether the URV is processing their personal data or not.

Data subjects have the right to access, rectify and, if necessary, request the removal of their data when, among other reasons, their data are no longer required for the purposes for which they were collected.

Under certain circumstances specified in article 18 of the GDPR, the data subject has the right to obtain from the controller restriction of processing of the data subject's personal data. In such cases, the URV will keep the data solely for the purposes of exercising or defending itself against legal claims.

Data subjects can oppose the use of their personal data for the purposes of marketing and profiling. The URV will cease to process the personal data of the data subject unless it can demonstrate that there are compelling legitimate grounds not to do so or it needs to exercise or defend itself against legal claims.

The data subject has the right to obtain the personal data concerning him or her from the data controller in a structured, commonly used and machine-readable format and has the right to transmit those data to another controller.

9.7. The rights specified in the previous point can be exercised by presenting a formal request to the Universitat Rovira i Virgili in person or in writing to C/Escorxador, s/n, 43003, Tarragona, or through the electronic registry at <https://seuelectronica.urv.cat/registre.html>.

9.8. Individuals who believe that their rights have not been adequately protected have the right to present a legal claim to the Catalan Data Protection Authority. They may also communicate this to the Data Protection Officer of the URV ([dpd@urv.cat](mailto:dpd@urv.cat)).