

URV MASTER'S DEGREE GRANTS

Conditions governing 2019-20 call for applications for master's degree grants

1. Object and legal regime

1.1.- The URV Master's Degree Grants

1.2.- The call for applications and awarding of these grants are governed by the present conditions.

1.3.- The unit responsible for administering the grants is the Student Advisory Office (Oficina d'Orientació Universitària, hereafter referred to as the OOU). All aspects of the grants awards process are managed through the *Gestió Beques* platform (www.urv.cat/gestiobeques).

1.4.- The OOU may decide on how to proceed in all cases that are not covered by the present conditions. The Students and University Community Committee, as delegated by the Governing Council, is responsible for interpreting these conditions and resolving any issued raised by the applicants.

2. Value of the Grants

2.1.- Each grant awarded covers:

a) The cost of the registration fees of subjects for which the student is registering for the first time, up to a maximum of 60 credits. The grant does not include insurance, surcharges or other charges associated with registration.

In the case of 90 or 120 credit master's degrees, the grant also covers credits for the student is registering for the first time during the second year, up to a maximum of 30 or 60 credits, respectively.

b) The Foreign Qualifications Fee, if appropriate.

c) A €1000 travel grant if the applicant is an international student on a face-to-face or blended master's course. To qualify as an international student, applicants must demonstrate that they have foreign nationality and that they are not residing in Spain at the time of their applications. This travel grant consists of a single payment to cover the whole master's degree.

2.2.- The amount from which the student is exempted will appear on the student's registration invoice.

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

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.

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

3.3.- To obtain the grant, students must register for at least 47 credits on the master's degree for which that have pre-registered and to which the grant applies. The deadline for registration is 30 September 2019.

3.4.- 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.- During the second term, the OOU will publish the call for applications and will open the period for presenting applications, which will end on 20 June 2018.

4.2.- A second call for applications may be announced in the third term of the year. This will include any grants that were not awarded during the first call, any grants that have been renounced by the awardee and which could not be awarded to another applicant because there were no candidates on the waiting list, and any new grants that the URV's faculties, schools or departments wish to offer.

4.3.- Students may only apply for grants that are destined for master's courses for which they have pre-registered. 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. Applications for master's courses that are withdrawn for the 2018-19 academic year will also be invalid.

If a master's course is withdrawn, applicants may request to change their applications to another grant, provided that they first pre-register for the relevant master's course.

4.4.- 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 [web of the Ministry](#). 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 assignment 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.

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. Travel grant for international applicants

6.1.- Students will receive the travel grant during the first three months of 2020. Students must present the documentation required by the OOU before 31 December 2019. For blended

master's degrees where students are required to attend classes in the second semester, the deadline is 31 March 2020.

6.2.- The following documentation must be uploaded to the student's profile on the [Grants Administration](#) platform:

- a) [Form containing personal and bank details.](#)
- b) Copy of passport
- c) Copy of Spanish Residence card (NIE) or official document indicating the NIE number
- d) Copy of visa
- e) Copy of Spanish or foreign bank account details.

7. Waiting list

7.1.- 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.

7.2.- 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 OOU will reassign any such grants at the request of the faculty, school or department that is funding the grant.

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

8. Incompatibilities and revocation

8.1.- URV Master's Degree Grants are incompatible with any other grant or award that covers the items specified article 2 of the present conditions. In these instances, the OOU may fully or partially revoke the grant.

8.2.- 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 OOU may begin the process of revoking the grant.

8.3.- The Master's Coordinator may establish other specific incompatibilities in the grant conditions.

9. Processing of applicants' personal data

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

address of the Data Protection Officer at the Universitat Rovira i Virgili is 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 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 processing of personal data is regulated by Organic Law 6/2001, of 21 December, governing Universities.

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 the 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>.

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).