

GRANTS FOR INITIATION IN TEACHING AND RESEARCH DEPARTMENTS

Conditions governing the 2020-2021 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 (<https://appserver.urv.cat/beques/>).

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

The amount of money awarded for each grant can be distributed over periods other than the ones specified above if the specific circumstances of the master's degree or student make it necessary. .

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 15 September 2020.

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. The grant can only be received for a single master's degree (despite the fact that the master's degree takes place over two academic years). Grant applicants who have received a grant for another master's degree will be automatically excluded from the selection process.

3.6. 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 de convocatòries* 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 and Professional Formation. 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 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. Once the period for submitting objections has expired, the provisional list will be published.

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. The information as to who has been awarded a grant will remain in the public domain until the end of the academic year for which the grants have been awarded.

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 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.
 - [Copy of the grantholder's Social Security number.](#)
 - [Form 145 IRPF](#)
 - The person who has been awarded the grantholder may not begin their tasks until they have submitted all of the required documentation. IF the grantholder fails to comply with this requirement, they will not be financially compensated under any circumstances for any periods that they have completed without the authorization of the administrative unit.
- b) Continue throughout the 2020-21 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.
- e) Be up-to-date with master's registration payments. Non-payment within the specified period will lead to the revocation of the grant.

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 compatible with any other grant or award that involves any activity that doesn't impede the initiation tasks specified in the BIDI conditions. If such activity does impede these tasks, the SO may fully or partially revoke the grant.

The BIDI grants are incompatible with the departmental collaboration grants awarded by the Ministry.

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. In accordance with the current legislation on data protection applicable to the Universidad Rovira i Virgili (URV) and published in the section "Applicable legislation" in the "Personal data protection" area of the Electronic Office (<https://seuelectronica.urv.cat/rgpd/>), grant applicants are informed that the data controller responsible for processing data is the Universidad Rovira y Virgili, with CIF Q9350003A and postal address Carrer de l'Escorxador s/n, 43003, Tarragona. The email address of the data processor at the Universitat Rovira i Virgili is dpd@urv.cat and the postal address is the same as that of the data controller.

9.2. The personal data collected are the applicant's identity and academic data, along with other data that may be necessary for the application, resolution and control of grants in accordance with the conditions of the call.

9.3. The URV will process the applicants' information solely for the purposes of managing the awarding of the present grants. In particular, it will use them to determine that the applicants meet the necessary requirements for applying for the grants and to ensure the validity of their academic achievements.

9.4. The personal data of grantholders will be shared with the Ministry of Education and the Department of the Catalan Government that is competent in university matters . The data will not be ceded to third parties unless there is a legal obligation to do so. In these circumstances, the only the necessary data will be shared.

9.5. The legal basis for processing personal data is the execution of a mission carried out in the public interest or the exercise of public powers attributed to the University by Organic Law 6/2001, of 21 December, on universities and the rest of the legal regime identified in the conditions of the call.

9.6. The personal data provided will be held for the time needed for the processing purposes for which they have been collected and to comply with the obligations establish in the applicable regulations.

9.7. The University is responsible for applying the security measures and other obligations specified in the personal data protection legislation in accordance with the National Security Scheme, Royal Decree 3/2010. In this regard, the Universitat Rovira i Virgili has created a Security Policy that can be consulted in the “Legislation and regulations” section on the University’s website under “URV regulations” and “Other regulations”, <http://www.urv.cat/ca/universitat/normatives/altres-normes/>.

9.8. Any person has the right to access their personal data, request the rectification of incorrect data, request the cancellation and removal of their data and to oppose their processing, including the creation of profiles, and limit the processing and portability of their data in electronic format until the established date.

The applicant can exercise these rights to access, rectify, cancel, oppose, limit and restrict portability by submitting their reasons in a written communication and adding a copy of their identity document either in person to the General Registry of the URV or electronically to the <https://seuelectronica.urv.cat/registre.html>. The applicant also has the right to present a claim to the Catalan Data Protection Authority at <https://apdcat.gencat.cat/ca/inici>.

9.9. The applicant can request information relating to personal data protection by sending an email to the data processor at dpd@urv.cat.