



URV MASTER'S DEGREE GRANTS

Conditions governing the 2023-24 call for applications

The Universitat Rovira i Virgili is once again announcing the call for applications for the URV Master's Degree Grants. The call is governed by the present conditions and the grants will be awarded for the 2023-2024 academic year.

1. **Object and legal regime**

1.1.- The URV Master's Degree Grants are intended to cover the registration costs of master's students and to help them access official postgraduate university studies.

The number of grants and the amounts awarded will be made available on the [Funding application management platform](#)

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 Office (hereafter referred to as the OFES). All aspects of the grants awards process are managed through the [Funding application management](#) platform.

1.4.- The OFES 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 issues raised by the applicants.

2. **Value of the grants**

2.1.- Each grant awarded covers:

a) The cost of the registration fees and recognition of 100% or 50% of the subject credits for which the student is registering for the first time, up to a maximum of 60 credits. The specific conditions of each grant establish whether the grant is for the full 100% or for 50% of the cost of registering for the first time.

b) The grant does not include insurance, surcharges or other charges associated with registration. In the case of 60-credit master's degrees, the grant also does not cover credits registered for in academic years after the grant is awarded.



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

c) The academic fee, if appropriate.

d) The grant may include 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, and the journey must take place during the academic year for which the grant is awarded.

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. Requirements of applicants and grantees

3.1.- The grants are intended for students who already hold a bachelor's degree, a licentiate degree or equivalent.

3.2.- 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 before the deadline for applications.

3.3.- All applicants must fulfil the requirements stipulated in points 3.1 and 3.2 by the date of the deadline for applications.

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

3.5.- To be eligible for the grant, students must register for at least 47 credits (including recognised credits) on the master's degree for which they have pre-registered and to which the grant applies. The deadline for registration is specified in the [calendar for pre-registration, admission and registration for university master's degrees](#).

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 on the waiting list with the highest number of points.

3.7.- Students may be awarded a grant for only one master's degree (although it may cover two academic years). Applicants who have been awarded a grant for another master's degree will automatically be excluded from the selection process.

4. Call for applications and the application process



4.1.- During the second term, the OFES will publish the call for applications and will open the period for presenting applications, which will end on 15 June 2023.

4.2.- 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 2023-24 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.

4.3.- Along with the application form, applicants must also submit the following documentation via the [Funding application management](#) 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) In addition to their academic transcripts, international students, 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 Vocational Training. The procedure for obtaining this declaration can be found on the [web of the Ministry](#). Regardless of whether it is a requirement or not, international applicants are still recommended to submit the declaration to help the grants committee evaluate their application.

c) Documentary proof of all aspects to be assessed specified in article 5.5. b).

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 state the reasons for any exclusions.

Failure to submit the documentation relating to points 4.3. a) and 4.3. b) is grounds for exclusion. Documentary proof must be provided for everything you state in your CV. Otherwise, it will not be taken into account.

5.2.- Applicants have a period of 10 calendar days after the publication of the provisional list of applicants admitted to and excluded from the selection process 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 the 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.- If they are eligible for it, students will receive the travel grant during the first three months of 2024. Students must present the documentation required by the OFES before 31 December 2023. For blended master's degrees where students are required to attend classes in the second semester, the deadline is 31 March 2024.

6.2.- The [documentation required for the award of the travel grant \(see below\)](#) must be uploaded to the student's profile on the [Funding application management](#) platform: [documentation required](#).

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, prioritised in accordance with the criteria in section 5. If any successful applicants withdraw from the process, they will still have a chance of being awarded a grant.



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

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

7.4.- Places that have been awarded and revoked or which the student has renounced will be reallocated in accordance with the waiting list. This process will conclude on 30 November. After this date, any remaining places will be declared vacant.

8. Incompatibilities and revocation

8.1.- URV Master's Degree Grants are incompatible with any other grant or award that covers the items specified in article 2 of the present conditions. In these instances, the OFES 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 OFES may begin the process of revoking the grant.

8.3.- If the student's registration is annulled, it is understood that the student is renouncing the grant and unit responsible for managing grants will automatically revoke the grant.

8.4.- The master's coordinator may establish other specific incompatibilities in the grant conditions.

Should the master's coordinator reliably verify that the grantee is not attending lectures and/or is not properly following the master's course, they may ask for the grant to be revoked and assigned to the best candidate on the waiting list.

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>.

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).