

UNIVERSITAT
ROVIRA I VIRGILI



**MARTÍ I FRANQUÈS COFUND PLUS
Fellows' Meeting 14.02.2022**



MARTÍ I FRANQUÈS COFUND PLUS

Management programme for the award of 50 pre-doctoral fellowships

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1. General project information

3 years PhD contract

2 Calls (2020,2021) 50 fellows

Multidisciplinary team in charge of the management

- Project Manager
- OSR
- EPD
- SRH
- UC
- Vice-rectorates
- Heads of Departments
- Doctoral programmes coordinators
- Researchers

MSCA mobility rule + ESR rule

OTM-R: Open, Transparent and Merit-based Recruitment

HRS4R: Human Resources Strategy for Researchers. Obey the European Charter & Code in providing working conditions

External/international evaluations of the applications, without conflict of interests

Respect gender balance

Equal opportunities for all researchers

2. Project implementation



Selection Process timeline

2nd Call 2021

Action	July'21	Sept'21	Oct'21	Nov'21	Dec'21	Jan'22	Feb'22	Feb-Mar'22
Publication 2nd Call	█	█						
Evaluation and Publication of eligible candidates list + redress	█	█	█					
Remote evaluation of candidates (external to URV)				█	█			
Remote interview evaluation phase						█		
Publication of winners & reserve list							█	
Earliest contract start month								█

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3. Pre-registration to the PhD programme



UNIVERSITAT ROVIRA I VIRGILI
 Servei de Gestió Acadèmica
 Escola de Postgrau i Doctorat

2 nd PHASE				
PROCESS	PERIOD	OBSERVATIONS		
PRE-REGISTRATION	From 12 January 2022 (We) to 1 March 2022 (Tu)	The deadline for candidates pre-registered to complete the minimum access documentation will be 11 March 2021 (Fr).		
ADMISSION	From 13 January 2022 (Th) to 21 March 2022 (Mo)	Periodically, the Coordination will admit on academic grounds candidates depending on the number of pre-registered who have submitted the minimum documentation. Admission on academic grounds means that the candidate has a place during the same academic year of the pre-registration.		
REGISTRATION	From 17 January 2022 (Mo) to 29 March 2022 (Tu)	Candidates admitted in this phase who have not registered within this period may still do it beyond the deadline but they will be required to pay the corresponding additional fees. The final deadline to register for candidates pre-registered in this phase is 15 June 2022. If registration is done after 30 April 2022, the student will only be able to attend the 2 nd exam session (June).		
ASSESSMENT	1 st examination session: April 2022 2 nd examination session: June 2022	Phases <ul style="list-style-type: none"> • Submission of SAD (PhD Student) • Assessment by TS (Thesis Tutor and Supervisor) • Assessment by CA (Academic Committee) • SMC (School Management Committee) 	<u>April 2022</u> (1 st exam session) From 13 January to 30 April	<u>June 2022</u> (2 nd exam session) From 17 June to 7 July
			From 2 to 16 May From 17 May to 1 June Special session of 7 or 8 June	From 8 to 18 July From 19 to 28 de July Special session of 6 or 7 September



4. Documentation for EU countries

- ▶ First you must pre-register to the programme of your interest through the website <http://www.doctor.urv.cat/en/prospective-students/admission/> **before 1 March 2022**, following this link <https://apps.urv.cat/doctorat/alumne/index.jsp?idioma=3>
- ▶ Then you must upload the following documents to an [online document manager](#) **before 11 March 2022**:
 - ▶ **Spanish identity card, passport or Foreigners' Identity Number (NIE)**
 - ▶ **Master's degree certificate (front and reverse side)**
 - ▶ **Transcript of records of the Master's degree or the European Diploma Supplement***
 - ▶ **The degree certificate (diploma) of the bachelor's degree or equivalent**
 - ▶ **Academic record or the European Diploma Supplement* of the bachelor's degree or equivalent.**
 - ▶ **Research line proposal ([Model 0](#))**, which must contain one research line of the programme. You can see them on the website of the programme of your interest: <http://www.doctor.urv.cat/en/prospective-students/courses/>
 - ▶ **Curriculum vitae**
 - ▶ **Specific documentation of the PhD programme**: You can check it on the website of the programme of your interest <http://www.doctor.urv.cat/en/prospective-students/courses/> .
 - ▶ **[Support letter](#)** from the potential thesis supervisor **NOT MANDATORY**
- ▶ For admission the Master's degree/Bachelor's degree certificate and the transcripts of records documents do not have to be translated, unless you present a document that is not issued in **English, French, Italian or Portuguese**. In these cases you do have to present a translation, but it does not have to be a sworn translation into Spanish.
- ▶ For **REGISTRATION (29.03.2022)** you will have to submit the **Master's degree certificate's** sworn translation into Spanish and the transcripts officially translated if necessary

5. Legalisation and translation of documents

- ▶ **Legalisation** of the entrance qualification for the doctoral programme (Masters' or equivalent)
 - ▶ Member States of the European Union and signatories of the Agreement on the European Economic Area or of a bilateral agreement with the European Union:
 - ▶ No legalisation is required

- ▶ **Translation (into Spanish) REGISTRATION (deadline 29/03/2022)**
 - ▶ Entrance qualification for the doctoral degree (Masters' or equivalent): officially translated into Spanish.
 - ▶ Academic record/transcript of the Master's degree and Bachelor's degree: officially translated into Spanish.
 - ▶ If the transcripts are originally issued in English, French, Italian or Portuguese, official translation is not required. **The diploma has always to be translated**
 - ▶ <http://www.doctor.urv.cat/en/prospective-students/admission/traduccio/>
 - ▶ By a translator legally authorized and registered in Spain
 - ▶ <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/LISTA%20ACTUALIZADA%2017%20ENERO%202022.pdf>
 - ▶ By any embassy or consulate of the Spanish State in a foreign country
 - ▶ By the embassy or consulate in Spain of the applicant's country of origin or of the country in which the document was issued.

6. Certified copies of documents

- ▶ <http://www.doctor.urv.cat/en/prospective-students/admission/requisitos-extranjera-en/>
- ▶ During the review of your documents, only digitised copies are necessary. After you have been admitted and before you register, you must submit certified or authenticated copies **to the secretary's office of the campus/school** to which your doctoral programme belongs. **A certified copy of a document is one for which an official body or a notary public has certified that the copy matches the original.** To obtain a certified copy you must present a photocopy and the original document to a notary public or to the relevant official body (for example, an embassy or a ministry) in your country.
- ▶ The URV accepts attested copies made by:
 - Any national, regional or local public administration of the Spanish State or any public university for the Spanish State.
 - The diplomatic or consular offices of the Spanish State abroad.
 - Notaries registered with the Spanish State or notaries from signatory countries of the Hague Apostille Convention whose signatures are accompanied by the apostille of The Hague or notaries from other countries with the necessary legalisation.
- ▶ See a sample certified copy: [Sample](#)

6. Certified copies of documents

- ▶ The next step will be to submit your original documents together with a set of copies or original certified copies of the documents uploaded in the document manager. If you obtain the certified copies in your country, they must be done at the Spanish embassy.
- ▶ The deadline for submitting the original documents together with a set of copies or original certified copies is **29 March 2022**, which is the deadline to register in the programme.
- ▶ Although the deadline for ordinary enrolment is **29 March 2022**, you can submit the documents and enroll in the programme until **15 June 2022**, but you should pay an additional fee (€27.27). The only thing that you should take into account is that if you enroll in the programme after 30 April 2022 you will miss the first evaluation call and you will only be able to attend the second one in June. **It is highly advisable to enroll before the 30th of April 2022, if possible.**
- ▶ **If you are expected to bring the original documents and copies to the university in person, you do not need to obtain certified copies.**

7. Mobility rule & ESR rule

- ▶ Candidates must comply with the following eligibility criteria at the call deadline:
 - ▶ **Be early stage researchers (ESR):** at the date of the deadline of the call (September 6, 2021), be in the first 4 years (full time equivalent research experience) of their research careers and have not been awarded a doctoral degree.
 - ▶ Comply with the **mobility rule:** Researchers may not have resided or carried out their main activity (work, studies, etc.) in Spain for more than 12 months in the 3 years immediately before the call deadline (September 6, 2021).

IMPORTANT

The successful candidates must provide proof of residence in the last 3 years (supported by official documents) and prove the compliance with the ESR rule. Candidates have to provide hard evidence, in the form of: copies of previous employments, utility bills, lease agreements, entry/exit stamps in passport, residence permit, ID card, etc.

8. Following steps

- ▶ Contract can be issued after
 - ▶ Admitted to the PhD programme + original Master title + NIE number
- ▶ **NIE card**
- ▶ Opening a bank account, necessary the NIE card
- ▶ Issuance of the CATSalut health card, necessary the NIE card

9. NIE card

- ▶ EU citizens residing in Spain for a period exceeding three months must apply for registration in the Central Registry of Foreigners police station. This registration leads to a certificate of registration being issued where appears the NIE (Numero de identificación de Extranjero)
 - ▶ **Documentation required to get a NIE card for EU nationals:**
 - ▶ Application Form Ex 18 (and its copy) (<https://sede.policia.gob.es/portalCiudadano/extranjeria/EX18.pdf>)
 - ▶ Original and a copy of the page of the passport where appears the expiration date (identity card also valid)
 - ▶ Statement of the reason of your stay (work contract/offer letter provided by URV)
 - ▶ Form Tax. 790-012 to paid per amount of 12 €. at any bank.
 - ▶ https://sede.policia.gob.es:38089/Tasa790_012/
 - ▶ (Select option: Certificado de registro de residente comunitario o Tarjeta de residencia de familiar de un ciudadano de la Unión)
 - ▶ Empadronamiento Certificate; Document stating where you are residing.
If you live in Tarragona city you have to register at the OMAC office with previous appointment <https://citaprevia.tarragona.cat/QSIGE/apps/citaprevia/index.html?#!/ca/home> (Rambla Nova,59). Here you should present the contract for your flat signed by the owner / or agency, and your passport
If you live in Reus you have to go to OAC (Oficina d'Atenció Ciutadana) in Plaza Mercadal, 1. It is recommended to take previous appointment: <https://citaprevia.reus.cat/reus/#nbbinici/1>. For other cities/towns contact every City Council.
- ▶ Apply for an appointment on-line in police station: <https://sede.administracionespublicas.gob.es/icpplus/index.html>
- ▶ Select option: Certificado UE

10. Bank account and Health card

- ▶ Open a bank account and inform the HRS so that URV can pay your wage.
 - ▶ Each month you will receive your wage by bank transfer. You will receive your wage slip to your URV email address.
- ▶ Apply for a health card (TSI)
 - ▶ You must apply for your TSI at your local primary health care center (CAP) or online https://salut.gencat.cat/pls/rca/rcapktsi_COVID.SOLICITAR_TSI_FORM?P_IDIOMA=ESP
 - ▶ Photocopy of the document confirming that you are registered with the Social Security service
 - ▶ [Social security number \(TA-1\) form](#)
 - ▶ CatSalut will send you the TSI for free to your home address.

11. Accomodation in Tarragona and surroundings

- ▶ Information available on our [webpage](#)

Living & working in Tarragona



11. Accommodation in Tarragona and surroundings

- ▶ **Visit: International Center URV**
- ▶ The URV has 2 different residence halls for students in the city center.
 - ▶ The Sant Jordi Residence Hall offers you single or double rooms.
 - ▶ The new Tarragona Mediterrani Residence Hall has 80 studios for one or two students.
- ▶ However, you can also find accommodation in any of the residence halls, hostels, apartments or shared flats around the city.
- ▶ **RECOMMENDATION:** find a temporary accommodation for your arrival, and once you are here, change to another location after finding a suitable long-term accommodation.
- ▶ For more information, you can contact hosting@urv.cat



12. International travel to Spain and COVID-19

- ▶ If you are going to make a trip within the Spanish national territory, please consult the information provided by the Autonomous Regions in relation to their travel requirements through the following [link](#).
- ▶ Requirements:
 - ▶ COVID-19 Vaccination Certificate
 - ▶ From 1 February 2022, this will be valid from 14 days after the date of administration of the last dose of the complete vaccination schedule and will be valid up to 270 days from the date of administration of that last dose.
 - ▶ Thereafter, in order to be valid, the vaccination certificate must reflect the administration of a booster dose. These certificates will be considered valid since the day the booster dose was administered.
 - ▶ Certificate of a diagnostic test for SARSCoV2 with negative result. The following diagnostic tests shall be admissible:
 - ▶ NAAT- nucleic acid amplification tests (e.g.: RT-PCR, RT-LAMP, TMA, HAD, NEAR, CRISPR, SDA), with sampling within the previous 72 hours to arrival in Spain.
 - ▶ RAT-rapid antigen test, with sampling within the previous 24 hours to arrival in Spain. You can consult the list of rapid tests approved by the European Commission through this [link](#)
 - ▶ A COVID-19 Recovery certificate (valid from day 11 after the first positive NAAT and up to 180 days after the sample date)
- ▶ For more information, please see the [FREQUENTLY ASKED QUESTIONS, FAQs](#) of the Health Ministry of Spain



13. Useful links

- ▶ The exceptional situation caused by the COVID-19 health alert makes it necessary for the URV to take certain measures that will alter the normal functioning of the university. [This page](#) will be constantly updated as the situation evolves. Here, you will find the latest information and instructions for the URV community.
- ▶ [Welcome Guide \(HR\)](#). Guide intended to help new staff to integrate into the URV
- ▶ [International Student's Survival Guide \(I-CENTER\)](#)
- ▶ [Come at the URV](#)

14. Questions



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