

UNIVERSITAT  
ROVIRA I VIRGILI



**MARTÍ I FRANQUÈS COFUND PLUS  
Fellows' Meeting 11.02.2022**



## **Women and Girls in Science**



# MARTÍ I FRANQUÈS COFUND PLUS

## Management programme for the award of 50 pre-doctoral fellowships

1. GENERAL PROJECT INFORMATION
2. PROJECT IMPLEMENTATION
3. PRE-REGISTRATION TO THE PHD PROGRAME
4. DOCUMENTATION FOR NON-EU COUNTRIES
5. LEGALISATION AND TRANSLATION OF DOCUMENTS NON-EU
6. DOCUMENTATION FOR EU COUNTRIES
7. LEGALISATION AND TRANSLATION OF DOCUMENTS EU
8. CERTIFIED COPIES
9. RESIDENCE PERMIT
10. VISA REQUIREMENTS
11. MSCA MOBILITY&ESR RULES
12. FOLLOWING STEPS
13. NIE CARD
14. BANK ACCOUNT AND HEALTH CARD
15. ACCOMODATION IN TARRAGONA AND SURROUNDINGS
16. INTERNATIONAL TRAVEL TO SPAIN AND COVID-19
17. USEFUL LINKS
18. Q&A



## 1. General project information

5 years duration (2020-2025)

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								█

### 3. Pre-registration to the PhD programme



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 Servei de Gestió Acadèmica  
 Escola de Postgrau i Doctorat

2 <sup>nd</sup> 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 <sup>nd</sup> exam session (June).		
ASSESSMENT	1 <sup>st</sup> examination session: April 2022  2 <sup>nd</sup> examination session: June 2022	<u>Phases</u> <ul style="list-style-type: none"> <li>• Submission of SAD (PhD Student)</li> <li>• Assessment by TS (Thesis Tutor and Supervisor)</li> <li>• Assessment by CA (Academic Committee)</li> <li>• SMC (School Management Committee)</li> </ul>	<u>April 2022</u> (1 <sup>st</sup> exam session)  From 13 January to 30 April  From 2 to 16 May  From 17 May to 1 June  Special session of 7 or 8 June	<u>June 2022</u> (2 <sup>nd</sup> exam session)  From 17 June to 7 July  From 8 to 18 July  From 19 to 28 de July  Special session of 6 or 7 September

## 4. Documentation for non-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**:
  - ▶ **Valid passport**
  - ▶ **Master's degree certificate (front and reverse side)**
  - ▶ **Transcript of records of the Master's degree**
  - ▶ **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 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 certificate and the transcripts of records documents do not have to be legalized and 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.
- ▶ Before **REGISTRATION** you will have to submit the **Master's degree certificate** duly legalised by means of diplomatic channels and a sworn translation into Spanish. Legalisation must be done in the country of issuance of the document, and the transcripts legalized and officially translated, if necessary.
- ▶ The Bachelor's degree documents are not necessary.

## 5. Legalisation and translation of documents

### ▶ Legalisation (first)

- ▶ On the original document
- ▶ <http://www.doctor.urv.cat/en/prospective-students/admission/legalizacio>
- ▶ Countries that have signed the Hague Convention of 05/10/1961: [check whether your country is a signatory](#)
- ▶ Other countries: legalize documents through diplomatic channels
  - ▶ **Formal recognition of signatures:** For documents proving academic qualifications, it will probably be the Ministry of Education (but it may also be the universities, as in Japan and Brazil, for example).
  - ▶ **Legalisation at the Ministry of Foreign Affairs:**
  - ▶ **Legalisation at the Spanish consulate or embassy in the country where the documents were issued**

### ▶ Translation (second)

- ▶ <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. 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

## 7. 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.**

## 8. 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 30<sup>th</sup> 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.**

## 8. 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](#)

## 9. Residence permit

- ▶ The **University** is responsible for applying for this residence permit as a researcher. Therefore we need the following documents from you:
  - ▶ 1. Copy of passport currently in hand (all sheets, blank ones also needed)
  - ▶ 2. Police record from the countries you have been **residing** during the last 5 years (dully legalized **for non EU** countries and translated into Spanish by an official translator). Not necessary if you have already a residence in Spain.
    - ▶ By a translator legally authorised and registered in Spain
      - ▶ <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/LISTA%20ACTUALIZADA%2017%20ENERO%202022.pdf>
    - ▶ The diplomatic missions or consular offices of Spain abroad, which must carry out their verification seal or duly signed translation, and later must go through the Ministry of Foreign Affairs and Cooperation (Legalization Section) to legalize the translation and put the mandatory security label, or
    - ▶ The diplomatic missions or consular offices of the country of origin of the document in Spain that must be apostilled or legalized by the Ministry of Foreign Affairs and Cooperation (Legalization Section) and contain the mandatory security label.
    - ▶ **If EU country - no legalization is required and multilingual document issued in Spanish is accepted**
  - ▶ 3. Name of your father and your mother
  - ▶ 4. Work pre-contract signed (the University is sending it after receiving the grant acceptance document)
  - ▶ 5. A description of your research project including this information: '*objeto y justificación de la investigación, equipo de investigación, presupuesto, plan de trabajo y tareas a desarrollar por el técnico o científico*'. The description must be written in Spanish and **signed by the researcher in charge and yourself.**
- ▶ Once the University obtains the resolution letter with your residence permit (within 20 working days after applying for it), it will be sent to you so you could apply for the corresponding **entry Visa (work visa) at the Spanish Embassy** if necessary.

## 10. VISA requirements

- ▶ You'll have to apply for a **residence and work Visa** as you are going to have a work contract with the University. The student Visa doesn't allow you to work.
- ▶ Once the University obtains your residence authorization, you'll have to apply for the work and residence Visa at the Embassy of Spain. We'll send you a copy of the **authorization letter**.
- ▶ It is important for you to know that there are 2 kind of residence permit as a researcher. The one we are asking for is the one related to the **Law 14/2013** of 27 September, of support to entrepreneurs and their internationalization. **So, when you apply for the visa you have to indicate the residence and work Visa related to the Law 14/2013.**
  - ▶ It exists another residence and work visa related to the general law about rights and liberties of foreigners in Spain (RD 557/2011, of 20th April). But it is not what the University applies for.
- ▶ After you get your Visa, you'll be able to travel to Spain and join your job position at the University.

## 11. 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.

## 12. Following steps

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



## 13. NIE card

1. Application form: [https://extranjeros.inclusion.gob.es/ficheros/Modelos\\_solicitudes/ley\\_14\\_2013/MI\\_TIE\\_NOV\\_2018.pdf](https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/ley_14_2013/MI_TIE_NOV_2018.pdf)
2. Resolution letter provided by Human Resources URV
3. Copy of the passport (only first page, visa and entrance stamp)
4. 1 photo (32x26 mm. on a white background)
5. **Empadronamiento** Certificate; Document stating where you are residing.
  - ▶ Residents 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.
  - ▶ Reus city: OAC (Oficina d'Atenció Ciutadana) in Plaza Mercadal, 1. It is recommended to take previous appointment: <https://citaprevia.reus.cat/reus/#nbbinici/1>
6. For other cities/towns contact every City Council.
  - ▶ Form 790-012: [https://sede.policia.gob.es/Tasa790\\_012/ImpresoRellenar](https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar)
  - ▶ You should take it to any bank and pay 16,08 € and they will stamp it.
  - ▶ You need to present a stamped copy. (option: *TIE que documenta la primera concesión de autorización de residencia temporal o de estancia para trabajadores transfronterizos*)
7. **Police station appointment :**
  - ▶ **GETTING APPOINTMENT** for police station (a Spanish Mobile number is required). Take into account you will need 2 appointments, one for NIE card application, another one for NIE card pick-up( probably 1 month after NIE card application date).
  - ▶ Below the link where you can get the appointment:
  - ▶ <https://sede.administracionespublicas.gob.es/icpplus/index.html>
  - ▶ after selecting "Tarragona" in "provincias disponibles" field then
  - ▶ "TRÁMITES CUERPO NACIONAL DE POLICÍA"
  - ▶ For NIE card application choose option "Toma de huellas (expedición de tarjeta)..."
  - ▶ For NIE card pick-up choose option "Recogida de tarjeta de identificación de extranjero (TIE)"

## 14. 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](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.

## 15. Accomodation in Tarragona and surroundings

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

Living & working in Tarragona



## 15. 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](mailto:hosting@urv.cat)



## 16. 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



## 17. 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](#)

## 18. Questions



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