

UNIVERSITAT
ROVIRA I VIRGILI

**OBJECTIUS DE
DESENVOLUPAMENT
SOSTENIBLE**



UNIVERSITAT
ROVIRA I VIRGILI



MARTÍ I FRANQUÈS COFUND PLUS
24.02.2021



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 programme
4. Documentation for non-EU countries
5. Legalisation and translation of documents
6. Certified copies
7. Residence permit
8. VISA requirements
9. MSCA Mobility&ESR rules
10. Following steps
11. NIE card
12. Bank account and Health card
13. Accomodation in Tarragona and around Tarragona
14. Travelling to Spain
15. URV and COVID-19
16. Q&A

1. General project information

5 years duration (2020-2025)

2 Calls (2020,2021)

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

1st Call 2020

Action	15 Sept'20	15 Nov'20	11 Dec'20	14 Dec'20	14 Jan'21	19 Jan'21	12 Feb'21	1 Mar'21	Mar-Apr'21
Publication 1st 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									█

MARTÍ I FRANQUÈS COFUND PLUS

Management programme for the award of 50 pre-doctoral fellowships

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 11 January 2021 (Mo) to 1 March 2021 (Mo)	The deadline for candidates pre-registered to complete the minimum access documentation will be 11 March 2021 (Th).		
ADMISSION	From 12 January 2021 (Tu) to 19 March 2021 (Fr)	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 18 January 2021 (Mo) to 24 March 2021 (We)	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 2021. If registration is done after 30 April 2021, the student will only be able to attend the 2 nd exam session (June).		
ASSESSMENT	1 st examination session: April 2021 2 nd examination session: June 2021	<u>Phases</u> <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 2021</u> (1 st exam session) From 13 January to 30 April From 3 to 17 May From 18 May to 1 June Special session of 7 or 8 June	<u>June 2021</u> (2 nd exam session) From 16 de June to 8 July From 9 to 20 July From 21 to 29 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 2021**, 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 2021**:
 - ▶ **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
- ▶ For the transcripts of records of the Master's degree, legalisation and translation will not be required. The Bachelor's degree documents are not necessary.

5. Legalisation and translations of documents

Legalisation

<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

▶ Translation

▶ <http://www.doctor.urv.cat/en/prospective-students/admission/traduccio/>

- ▶ By a translator legally authorised and registered in Spain
 - ▶ <http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Documents/Listado%20actualizado%20%2019%20enero%202021.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/>
- ▶ The next step will be to submit your original documents together with a set of copies or original certified copies. We are referring to the passport, Master's degree certificate legalised, sworn translation into Spanish of the legalised Master's degree certificate and transcripts of records of the Master's degree. 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 **24 March 2021**, which is the deadline to enroll in the programme.
- ▶ Although the deadline for ordinary enrolment is **24 March 2021**, you can submit the documents and enroll in the programme until **15 June 2021**, but you should pay some additional fees on the enrolment (€27.27). The only thing that you should take into account is that if you enroll in the programme after 30 April 2021 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 2021, 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. 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 needed)
 - ▶ 2. Police record from the countries you have been **residing** during the last 5 years (dully legalized 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/Listado%20actualizado%20%2019%20enero%202021.pdf>
 - ▶ Those made into Spanish by a Sworn Interpreter authorized by the Ministry of Foreign Affairs and Cooperation or those made in the co-official language of the Autonomous Community(Catalan) by a Sworn Interpreter authorized by said Community.
 - ▶ 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.
 - ▶ 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 memory 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 memory 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.

8. 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.
- ▶ The process begins when the University applies for your residence permit as a researcher to the unit of the Spanish Government in charge of approving these kind of authorizations. This unit has 20 working days to solve it from the day the University submits the residence application form.
- ▶ 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.

9. Mobility rule & ESR rule

- ▶ Candidates must comply with the following eligibility criteria at the call deadline:
 - ▶ 1. Be early stage researchers (ESR): at the date of the deadline of the call (November 15, 2020), be in the first 4 years (full time equivalent research experience) of their research careers and have not been awarded a doctoral degree.
 - ▶ 2. 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 (November 15, 2020).

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.

10. Following steps

- ▶ Contract can be issued after obtaining the NIE number (Authorization letter HR)
 - ▶ (admitted to the PhD programme + original Master title + Residence Permit)
- ▶ NIE card
- ▶ Opening a bank account, necessary the NIE card
- ▶ Issuance of the CATSalut health card, necessary the NIE card

11. NIE card

DOCUMENTS YOU NEED TO BRING TO POLICE STATION FOR NIE CARD APPLICATION:

1. Application form: http://extranjeros.inclusion.gob.es/es/modelossolicitudes/ley_14_2013/MI_TIE_NOV_2018.pdf
2. Resolution/Authorisation 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. Certificate of empadronamiento : 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 OA C (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.
6. Form 790-012: https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar You should take it to any bank and pay 15,92 € and they will stamp it. You need to present a stamped copy. (option:TIE que documenta la primera concessió de autorizació de residència temporal o de estancia para treballadors 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 1month 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)"


12. Bank account and Health card

- ▶ Open a bank account and inform the HRS so that it can pay your wage.
 - ▶ Each month you will receive your wage by bank transfer. You will also be sent 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_IDIO_MA=ESP
 - ▶ [Social security number \(TA-1\) form](#)
 - ▶ CatSalut will send you the TSI for free to your home address.

13. Accommodation in Tarragona and around Tarragona

- <https://www.urv.cat/en/research/support/programmes/marti-franques/cofund/useful/>

Living & working in Tarragona

 ACCOMMODATION	 HEALTH INFORMATION
 GETTING AROUND	 USEFUL TIPS
 LANGUAGES	 LEISURE AND SPORTS SERVICES
 VISAS AND IMMIGRATION PROCEDURES	

International Center URV

- ▶ The Universitat Rovira i Virgili has two different residence halls for students in the city center.
- ▶ The Sant Jordi Residence Hall offers you singles 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 into another location after finding a suitable long-term accommodation.
- ▶ For more information, you can contact hosting@urv.cat.

14. Travelling to Spain

- ▶ A negative COVID-19 test result must be presented. It should be taken 72 hours before arriving to Spain: <https://www.spth.gob.es/info-pcr>
- ▶ The document proving the negative result of the test can be written in **Spanish, English, French and German**. In the event that it cannot be obtained in these languages, the supporting document must be accompanied by an official translation into Spanish.
- ▶ The airline chosen will inform you of other necessary documents if this is the case

15. URV and COVID-19

- ▶ The exceptional situation caused by the coronavirus (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.

16. QUESTIONS?



UNIVERSITAT
ROVIRA I VIRGILI



UNIVERSITAT
ROVIRA i VIRGILI