

UNIVERSITAT  
ROVIRA I VIRGILI

**OBJECTIUS DE  
DESENVOLUPAMENT  
SOSTENIBLE**



UNIVERSITAT  
ROVIRA I VIRGILI



**MARTÍ I FRANQUÈS COFUND PLUS**  
**23.02.2021**



# MARTÍ I FRANQUÈS COFUND PLUS

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

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## 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                                    |            |           |           |           |           |           |           |          | █          |

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### 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 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 <sup>nd</sup> exam session (June). |   |  |
| ASSESSMENT            | 1 <sup>st</sup> examination session:<br>April 2021<br><br>2 <sup>nd</sup> examination session:<br>June 2021 | <b>Phases</b> <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>  | <b>April 2021</b><br>(1 <sup>st</sup> exam session)<br><br>From 13 January to 30 April<br><br>From 3 to 17 May<br><br>From 18 May to 1 June<br><br>Special session of 7 or 8 June | <b>June 2021</b><br>(2 <sup>nd</sup> exam session)<br><br>From 16 de June to 8 July<br><br>From 9 to 20 July<br><br>From 21 to 29 de July<br><br>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 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**:
  - ▶ **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.
- ▶ Before **REGISTRATION** you will have to submit the **Master's degree certificate's** sworn translation into Spanish and the transcripts 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 Catalan or Spanish) **REGISTRATION (deadline 24/03/2021)**
  - ▶ **Entrance qualification for the doctoral degree (Masters' or equivalent):** officially translated into Catalan or Spanish.
  - ▶ **Academic record/transcript of the Master's degree and Bachelor's degree:** officially translated into Catalan or 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 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.**

## 5.1. 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/Bachelor's degree certificate, and transcripts of records of the Master's/Bachelor's degree.
- ▶ 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 30<sup>th</sup> of April 2021**
- ▶ If you are expected to bring the original documents and copies to the university in person, you do not need to obtain certified copies.



## 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.

## 6. Following steps

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

## 7. 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/](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

## 8. 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](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.

## 9. Accommodation in Tarragona and around Tarragona

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

Living & working in Tarragona



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

## 10. 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.

## 11. 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.



## 12. QUESTIONS?



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