

TERMS AND CONDITIONS OF THE UNIVERSITY OF GIRONA GRANT PROGRAMME FOR RESEARCHERS IN TRAINING (IFUdG 2019-2021)

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1. Purpose

These terms and conditions apply to the procedures for the programme awarding grants funded and promoted by the University of Girona (UdG) to recruit pre-doctoral talent and the completion of doctoral theses at the UdG. Specifically, the new programme aims to:

- recruit/retain demonstrated pre-doctoral talent (brilliant students, based on academic records).
- complement external researcher training programmes, especially those which the University contributes to defining or prioritising (for example, FI).
- contribute in a way that groups with demonstrated activity and quality can employ trainee research staff, to the benefit of both parties.
- encourage the recruitment of experienced researchers, for example, from ICREA or *Ramón y Cajal*.
- facilitate the research careers of full-time temporary staff.
- encourage quality in doctoral programmes of the UdG.
- move toward equal opportunities for people with disabilities.

2. Types of grants

Depending on their funding, the grants will be of two types:

- a) General IFUdG grants fully funded by the call.
- b) IFUdG-AE (special action) grants, of which 50% of the cost will be funded by each call. By nature, an IFUdG grant can become two IFUdG-AE grants. These grants can be co-funded at 50% by:
 - collaborating entities and/or companies, through a specific collaboration agreement to co-fund the grant.
 - UdG research group funds through resources generated by contracts and agreements subscribed under article 83 of the Organic Law of Universities (LOU) (for example, 8000 units), resources released from projects already justified (96 units) or from funding for research outputs of departments or institutes, provided these units agree.

The possible use of other spending units is not ruled out as long as their characteristics allow it. Ultimately, the rector will authorise credit from other units.

3. Recipients

Individuals who meet the following requirements, and those stated in the call, are eligible for these grants. The requirements should be met within the deadline for submitting applications. If any of the requirements is not met, the application will not be considered.

Applicant requirements:

3.1. The applicant must be pre-admitted, pre-enrolled and/or accepted in a doctoral programme of the UdG at the time of application for the grant.

3.2. The applicant must not already have a doctorate.

3.3. The applicant must meet one of the admission requirements for the doctorate, within the deadline for submitting applications, as provided for in Article 6 of Royal Decree 99/2011, of 28 January, regulating official doctoral studies, with the following clarifications:

- a) In bachelor's degree studies of 240 ECTS credits and in higher qualifications (architects and engineers), applicants must have completed 60 ECTS credits of a master's degree to study in the doctoral programme.
- b) In officially recognised bachelor's degree studies with a minimum of 300 ECTS credits, applicants must already hold the degree.

Pre-EHEA degree holders, engineers or architects who obtained their degree from a Spanish university, and who have a recognised level 3 from the Spanish Qualifications Framework for Higher Education (MECES) listing approved by the Ministry of Education and Vocational Training can also apply.

3.4. The minimum average grade of the academic transcript must be as follows:

- In the studies included in point 3.3.a), the grade must be equal to or higher than **6.5** on a scale from 1 to 10. The average grade is calculated by giving a weight of 80% to the grade of the first degree (if the first degree is made up of first and second cycle studies, the calculation will be the average of applying a weight of 60% to first cycle and a weight of 40% to second cycle grades), and by giving a weight of 20% to the grade of the transcript of the master's degree completed at the time of application.
- In the studies included in point 3.3.b) and in the subsequent paragraph, which do not require having completed ECTS master's degree credits to qualify for the doctoral programme, the average grade must be equal to or greater than **6.5** on a scale of 1 to 10.
- *In studies undertaken abroad, the grades of the academic transcript to use in the previous calculations need to have been calculated as set out in the resolutions of 20 June and 21 July 2016 from the Directorate General for University Policy of the Ministry of Education and Vocational Training*
<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>

- 3.5. The applicant must not have received, be receiving or have been awarded, either at the time of publication of this call or during its process, a grant from any competitive research training programme (IF, FI, FPI, FPU, FIS, industrial doctorate or equivalent).
- 3.6. The applicant must not have received a BRGR (Research Fellows funded by Research Group) or an IFGR (Researchers in Training funded by the Research Groups of the University of Girona) grant in the 12 months prior to the publication of this call.
- 3.7. The applicant must not have received a researcher-in-training contract, in charge of a research or similar project, during more than 12 months at the time of publication of this call.
- 3.8. The applicant must have one or more thesis directors who meet the specific requirements of this grant programme.
- 3.9. The applicant must present a guarantee from a research group of the UdG that meets the requirements for this purpose. An applicant cannot be presented by more than one research group.

Specific requirements of the research group:

- 3.10. To endorse an applicant, UdG research groups need to meet at least one of the two following requirements at the time of application:
 1. Not have any researcher in training who is currently receiving a pre-doctoral grant funded fully or partly by the UdG (*except IFGR grants*)
 2. The ratio of the number of full-time UdG teaching and research staff (PDI) with doctorates in the group and the number of current* UdG researchers in training (FI, and IF in any format except IFGR) be equal to or greater than 3.

$$\frac{\text{Number of full-time PDI doctors with research linked to UdG research groups}}{\text{Number of researchers in training (FI and IF, except IFGR)}} \geq 3$$

If thesis supervisors belong to more than one research group, they will need to specify which research group endorses the application; and this group will be used in the admission and evaluation process. In the case of co-supervision, if the supervisor and co-supervisor belong to different groups, the average of the two assessments will be considered.

** A researcher in training will be considered as current when the contract expires after December of the year of the call. The IFUdG-AE researchers in training and similar researchers will count as half.*

Data will be used from the updated group directory, including changes approved in the last session of the Executive Committee for Research, Transfer and Doctoral Studies prior to the application deadline published for each call. Modifications that have been requested but not approved will not be considered by the Executive Committee for Research, Transfer and Doctoral Studies.

Specific requirements of the thesis supervisors:

- 3.11. The thesis supervisors and/or co-supervisors should be full-time PDI with doctorates and UdG-affiliated research. Thesis supervisors may have a non-permanent relationship with the UdG, on the condition that at the time of application they can certify an affiliation with the UdG for at least the duration of the IFUdG grant in question.
- 3.12. Both the supervisor and the co-supervisor must meet the requirements specified in the academic regulations for doctoral studies at the UdG.
- 3.13. Thesis supervisors must belong to a research group from the UdG and participate, as lead researcher or member, in a research and/or transfer project awarded to the UdG and active at the time the application is presented. Projects that have a provisional resolution will be accepted. A *Ramón y Cajal* contract will be accepted as a research project. Transfer agreements will have to be signed at the moment the application is presented and should have a minimum of €24,000.00 of taxable income for scientific and technological fields, and a minimum of €12,000.00 of taxable income for humanities and social fields.

If the project / agreement presented ens before incorporation, it will have to be replaced by another one at the time o incorporation, and they will be accepten in provisional resolution.

- 3.14. The same thesis supervisor may endorse one candidate for one IFUdG grant, or two candidates for two IFUdG-AE grants. All applications in which thesis supervisors do not meet this requirement will be excluded.
- 3.15. For the Type 2 grants, criteria 3.10, 3.11, 3.12 and 3.13 must be met at the time of signing the contract, and under with the following condition: failure to comply with these criteria at that time will be grounds for withdrawal of the grant.

To make Type 2 grants more competitive, criterion 3.14 will not apply to this process, and the applications will be evaluated solely on the basis of applicant assessments.

Thesis supervisors who endorse applications for Type 2 grants cannot endorse any applications for other types in the same call.

4. Grant allocations

The IFUdG 2019-2021 programme of grants for UdG researchers in training will be developed through annual calls for pre-doctoral grants for UdG researchers in training (IFUdG). The annual grants will be in the form of a contract and extendable up to a maximum of three years (or five years in the case of individuals with a disability).

If grant recipients have had a previous research training contract, this one will be for a maximum of 4 years as set out in the Statute of Pre-doctoral Research Staff in Training.

The following types of IFUdG grants are proposed:

- **TYPE 1:** IFUdG grants for individuals with a level of disability of 33%* or higher issued by the assessment and guidance teams in centres for people with disabilities of the Government of Catalonia.

**Based on Article 4 (2) of the General Law on the rights of people with disabilities and their social inclusion, approved by Royal Decree-Law 1/2013, of 29 November.*

- **TYPE 2:** IFUdG grants for theses supervised by ICREA Senior contract holders, *Ramón y Cajal* grant holders, or equivalents, who became affiliated with the UdG as of 2019. Applicants whose thesis supervisor has already received a Type 2 IFUdG grant are excluded from this type.
- **TYPE 3:** IFUdG grants that are distributed proportionally between the different doctoral programmes (PD) of the UdG according to the weight of each PD (PD weight), using the following formula:

$$\text{PD weight} = 0.6 * a + 0.1 * b + 0.3 * c$$

where

a = is the weight of the defended doctoral theses in the PD with respect to the total number of theses defended at the UdG in the 3 years prior to the publication of each call. Theses with an international mention (MI) will count as 1.5 theses. Doctoral theses read during the previous three years, in a framework that is no longer active, will be assigned to an active doctoral programme by the School of Doctoral Studies.

The calculation of the coefficient “a” for each doctoral programme will be

$$a = \frac{TD_{PD}}{TD_{UdG}}$$

where

TD_{PD} = is the value of defended doctoral theses in each doctoral programme, equal to

$$TD_{PD} = d * (1.5 * \text{number of theses with MI} + 1 * \text{number of theses without MI})$$

where

d = is a multiplication factor worth 1.2 if the doctoral programme has an excellent accreditation and 1.0 if it does not

and

TD_{UdG} = is the total of defended doctoral theses in the doctoral programmes of the UdG:

$$TD_{UdG} = \sum TD_{PD}$$

b = is the weight of the number of enrolments in the PD with respect to the total enrolments in all the PDs of the UdG, in the current academic year of each call:

$$b = \frac{\text{enrolments in the PD}}{\text{enrolments in all PDs of the UdG}}$$

c = is the number of full-time PDI with doctorates of the doctoral programme, with UdG-affiliated research and a *sexenni*, a six-year period of outside assessment of research activity, or the equivalent, with respect to the total of all doctoral programmes of the UdG, in the current academic year in each call. Researchers who are able to supervise doctoral theses in more than one PD will be assigned a value equal to the inverse of the number of doctoral programmes they participate in ($1/n$, where n is the number of doctoral programmes they participate in):

$$c = \frac{\text{number of supervisors in the PD}}{\text{number of supervisors in PD of the UdG}}$$

Distribution of Type 3 grants:

The grants of this type (N) are distributed following the largest remainder method:

Each doctoral programme will have obtained a value or weight equal to *PD weight*. The sum of these weights will be the total weight of the UdG:

$$UdG \text{ weight UdG} = \sum PD \text{ weight} = 1.$$

Therefore, if N grants are distributed, the quota is $Q = \frac{1}{N}$.

1. A theoretical grant value (AT PD) is assigned to each doctoral programme equal to

$$AT \text{ PD} = \frac{PD \text{ weight}}{Q} = N * PD \text{ weight}$$

2. The lower middle integer or integer closest to AT PD is allocated directly. These direct grants are called (AD PD).
3. The remainders of the doctoral programmes (R PD) are calculated using the following formula:

$$R \text{ PD} = AT \text{ PD} - AD \text{ PD}.$$

4. The PDs are ordered in decreasing order according to their remainders. Half a grant (AR PD) is awarded in this order to each doctoral programme until the total number of grants awarded reaches N.
5. The new remainders in each doctoral programme (RF PD) are calculated using the following formula:

$$RF \text{ PD} = R \text{ PD} - AR \text{ PD} = AT \text{ PD} - AD \text{ PD} - AR \text{ PD}$$

Due to the existence of IFUdG-AE grants, it could be the case that an IFUdG-AE grant remains unawarded in some doctoral programmes. This grant is kept in the same doctoral programme and added to the remainder.

If this happens in more than one doctoral programme, all of the Type 3 grants would not be awarded. In this case, the remaining grants are awarded to the doctoral programmes with the highest remainders, following the same procedure.

Grants remaining from rounding the number of grants awarded, whether positive or negative, will be transferred to the same type and doctoral programme in the following call.

- **TYPE 4:** IFUdG grants awarded to the top applicants, considered as having the best positions in the priority list, regardless of the doctoral programme they are pre-enrolled in, who have not been awarded any Type 1, 2 or 3 grants.

5. Amount of the grants

The annual budget assigned to this programme is part of the general budget of the University. Given the multi-annual nature of these grants, the Board of Trustees must approve the respective multi-annual expenses in accordance with budget availability and forecasts.

It is expected that in each call there will be a minimum of 6 grants for types 1, 3 and 4, depending on the budget availability of each fiscal year.

These include the costs of the contract and the social security contribution, and tuition costs (academic supervision of the doctoral thesis and compulsory training credits) of the recipients for three academic years, or five academic years for Type 1 grants. In this latter case, as long as it is not more beneficial to take advantage of the tuition reduction for disability.

In the event of suspensions of contracts due to the situations specified in point 11 of these terms and conditions, and provided that the situation has been previously communicated to the OITT and the School of Doctoral Studies, the tuition for one more academic year may be funded when appropriate.

At its launch, the cost of the 19 grants of the 2019-2021 programme is estimated at approximately €394,000 annually. This cost will be updated in each call.

For Type 2 grants, the UdG will announce the number of grants and will allocate a specific annual maximum budget that will be established in each call.

The specific calls will set the amount of the grants in accordance with the expected annual contractual remuneration and with the annual decree of the Government of Catalonia, which sets the prices for academic services at the public universities in Catalonia. The economic conditions for all types of IFUdG grants (including IFUdG-AE grants) will be the same.

6. Procedure for awarding grants

The procedure will consist of the following phases:

6.1. Application

The application will have two parts, one for entering the data and documentation in the telematic online application form, and a second for submitting the application form, duly signed by the candidate, the thesis supervisor (and co-supervisor if applicable), and the person in charge of the group.

6.1.1. Online application:

This must be presented on the web page of the UdG.

Personal identification at the beginning of the application form will validate the data provided.

The following documentation should be attached to the online presentation of the application, in *.pdf or *.doc format:

- 1) Standard CV of the applicant
- 2) Short report of the planned project by the applicant (this can be the same research plan that must be presented to the School of Doctoral Studies)
- 3) Accreditation of the level of disability, where necessary
- 4) Degree certificates and personal academic certificates (CAP) of higher education degrees and those that provide access to doctoral programmes. The grades obtained must be recorded, indicating the maximum and minimum grades in the corresponding evaluation system, the minimum grade needed to pass and the date of completion of the studies.

For degrees obtained at the UdG, it is not necessary to attach this documentation.

If the documentation is issued in a language other than Catalan, Spanish or English, the official translation must be attached.*

** The official translation must be done by a translator who is duly authorised or registered on the list of sworn translators and interpreters appointed by the Ministry of Foreign Affairs and Cooperation or in the register of sworn translators and interpreters of the Directorate-General of Language Policy of the Government of Catalonia. The official translation must bear the translator's stamp and registration number.*

- 5) Statement of equivalence of grades, duly signed, for studies abroad in accordance with point 3.4 of these terms and conditions. The head of the OITT will need to approve this document, at a later time, in accordance with current regulations, and will require the prior signature of the applicant.
- 6) Non-UdG candidates must submit the average grade statement for the year of the corresponding studies.

If personal academic certificates (CAP) already incorporate this information, no further documents need to be submitted.

If the average mark for the applicant's studies is not available, the average mark for the UdG studies with the greatest affinity to the applicant's studies will be used.
- 7) If the applicants qualify for IFUdG-AE grants, they must provide the co-funding commitment, or the collaboration agreement signed by the legal representative of the entity or company co-funding this grant.
- 8) Documentation accrediting having been pre-admitted, pre-enrolled and/or accepted in a doctoral programme at the UdG.
- 9) If applicants submit other merits to evaluate, they will have to provide the corresponding documentation to support the claim.

To complete the online programme, it is important to introduce the necessary documents in the required format, in each section.

If an FI or IFUdG application was submitted and accepted into the process during the last published call, only documents 7, 8 and 9 need to be submitted, unless applicants want to update them.

6.1.2. Presenting the application form

Once the online application form is completed, and all the documents detailed in the previous point are enclosed or attached, it can be presented and a receipt will be generated. This receipt must be signed by the applicant, the thesis supervisor, the thesis co-supervisor (if applicable) and the person in charge of the group.

These signatures will allow the signatories to verify that the information contained in the document is true, and that the original documentation is in the possession of the applicant and can be requested at any time.

The presentation of the receipt signed by all responsible persons (preferably with an electronic signature) must be sent by e-mail, in pdf format, to the address recercaoitt@udg.edu, always within the deadline for applications

6.2. Deadline for submission and admission procedure

6.2.1. The deadline for submitting the application will be determined in each call. Applications that have not been submitted both electronically through the form and by e-mail with the duly signed receipt, will not be accepted for processing. This e-mail must be sent with confirmation of delivery.

6.2.2. Once the application deadline has passed, the OITT will publish the provisional list of those admitted and excluded, specifying any causes of exclusion where necessary, within 15 days on the electronic notice board of the UdG's e-Office.

All applications with the same thesis supervisor will be rejected, except in the case referred to in point 3.15.

A change of thesis supervisor due to non-compliance with requirements cannot be remedied.

6.2.3. Individuals may present claims against this provisional list, or amend their application, in the 10 working days following publication of the list. If no claim is made, this list will be final.

6.2.4. Once these 10 working days have passed, the final list of admitted and excluded applicants will be published on the electronic notice board of the UdG's e-Office.

6.2.5. Once the final list of admitted and excluded applicants has been published, the OITT will send all the documents related to the call to the president of the corresponding selection committee.

6.3. Selection process

6.3.1. The Executive Committee for Research, Transfer and Doctoral Studies will act as selection committee for this call and will be responsible for sending a list of proposed grant recipients to the rector. The applications will be assessed according to the evaluation criteria detailed below. Technical staff of the OITT and the School of Doctoral Studies will assist the selection committee.

6.3.2. The assessment criteria are detailed in the annex of these terms and conditions.

6.3.3. Once all the previous criteria and scores have been applied, a list will be drawn up which includes the provisional score of the candidates, ordered from highest to lowest. In the case of a draw, the best score in the candidate assessment section will be considered. A proposal will be made to award the different types of grant to the best positioned candidates, in the following order:

1. Type 1 grants. If any of the Type 1 grants remain untaken, they will become Type 4 grants
2. Type 2 grants
3. Type 3 grants: until all the grants assigned to each doctoral programme have been awarded (point 4, Grant allocations)
4. Type 4 grants

6.3.4. Within the 15 working days of the day after publication of the final list of admitted and excluded applicants of section 6.2.4., the OITT will publish the provisional proposal of candidates agreed to by the Executive Committee for Research, Transfer and Doctoral Studies and will allow a period of 10 working days for the presentation of claims against the Committee's proposal.

6.3.5. The Executive Committee for Research, Transfer and Doctoral Studies will resolve claims presented within a 15 working days and will submit the final proposal to the Rector. This proposal will be published on the notice board of the UdG's electronic headquarters. If the deadline for presenting claims against the list has passed, and no claim has been received, or received claims have been filed after the deadline, the provisional list will become final and the call will remain pending the rector's decision to conclude it. The month of August is considered a non-working period.

6.3.6. Once the grant resolution is published, if not taken previously, the following actions will be taken for IFUDG-AE grant recipients:

- a. A specific collaboration agreement to co-fund the grant with the collaborating organisation and/or company will be concluded. This will detail the specific terms and conditions to monitor the grant and will establish the following payment conditions for the collaborating entity: 50% of the cost on signing the agreement;

25% of the cost during the first month of the second year; and the remaining 25% during the first month of the third and final year.

If the grant is Type 1, entitats will pay 40% of the cost on signing the agreement, and 15% of the cost the first month of each of the following years.

This agreement must be signed by the collaborating entity at least fifteen days prior to the start of the contract; otherwise, the Executive Committee for Research, Transfer and Doctoral Studies will analyse the situation and, where appropriate, withdraw the grant.

- b. If UdG research groups co-fund the grants, contributions for the co-funding will have to be provided for the current fiscal year, and when new fiscal years begin, for those corresponding fiscal years.

7. Participation of grant recipients in teaching

As teaching is an integral part of the training that future graduates of doctoral programmes should receive, and is considered essential and complementary to research training, grant recipients who may opt to teach at least 12 credits for the duration of the pre-doctoral contract, but may not teach more than 6 credits per year, may receive a mobility grant in conditions similar to those of the current pre-doctoral UdG mobility grants.

When accepting the grant, recipients who opt to teach should communicate this to and seek the approval of the director of the department and the thesis supervisor. The teaching, which should be for training purposes and preferably practical, will take place in the department to which they are affiliated and in line with the department's needs for temporary teaching or additional collaboration.

If, for justifiable reasons, grant recipients request (with the approval of the thesis supervisor and the director of the department) to reduce their teaching load, the Executive Committee for Research, Transfer and Doctoral Studies will analyse the situation and, where appropriate, may agree to maintain a mobility grant proportional to the new teaching load.

8. Acceptance of the grant

8.1. Signing the contract will imply the acceptance of the grant and of the conditions set out in these terms and conditions. However, prior to formalising the contract, the grant recipient must meet the established requirements in section 3 of these terms and conditions and in the corresponding call.

8.2. Acceptance of the grant also requires the recipient and the thesis supervisor to agree to the obligations defined in section 9.

9. Obligations of grant recipients and thesis supervisors

9.1. The obligations of the contracted grant recipient are the following:

- 9.1.1. To be enrolled in the same UdG doctoral programme as stated in the grant application. Incorporation will take place on the dates indicated in the corresponding call.
- 9.1.2. To become part of the research group and work efficiently on the doctoral thesis.
- 9.1.3. To complete the annual teaching load, as set out in point 7 of these terms and conditions.
- 9.1.4. To communicate to the School of Doctoral Studies and/or request authorisation from the School for any change or incident that affects the progress of the project and/or work plan, providing all the necessary information.
- 9.1.5. To not request changes that may affect the assessment of the application (doctoral programme, research group, thesis supervisor, etc.) during the first year of the grant.
- 9.1.6. To register the thesis, formalise the academic supervision associated with it and register for compulsory training credits of the doctoral programme each academic year. If recipients ask for a transfer of transcript to a doctoral programme of a university other than the UdG, they will lose their status as UdG researchers in training and the contract will be terminated.
- 9.1.7. To successfully pass annual assessments the doctoral programme organises in relation to training as a researcher.
- 9.1.8. To not realise any study or research stays during the first six months of the grant, except in cases authorised by the thesis supervisor.
- 9.1.9. To communicate to the OITT any change regarding the title of the thesis and/or the thesis supervisor(s).
- 9.1.10. To communicate to the Human Resources Service the renunciation of the contract, using the standard form. The renunciation can be presented at any Registrar's office of the UdG, during the times established in the Regulations on the organisation and operation of the Registrar or anywhere referred to in Article 16 of Law 39/2015, of 1 October, of common administrative procedures of public administrations. If the person renouncing the contract has an electronic signature, the form can be signed electronically and submitted through the UdG's electronic registry.
- 9.1.11. To present a report on the state of the thesis to the OITT using a standard form within two months of the contract's termination if their thesis has not been read within the period of the grant.
- 9.1.12. To inform the OITT if they have read the doctoral thesis within the period of the grant, so that the OITT can inform the Human Resources Service of the UdG in order to terminate the contract.
- 9.1.13. To note in the written material resulting from the research undertaken during the period of the grant that this was possible due to a research grant from the UdG.
- 9.1.14. To inform the OITT of any incident affecting the grant (absences, sick leave, incompatibilities with other compensation, etc.).

- 9.1.15. To request an opinion from the UdG's Committee on Ethics and Biosafety in Research if the doctoral thesis project involves research on human beings, use of personal data, animal testing or use of biological agents and/or genetically modified organisms.

9.2. The obligations of the thesis supervisor are the following:

- 9.2.1. To manage the incorporation of the contracted researcher in training into the UdG research group.
- 9.2.2. To ensure the contracted researcher in training has the necessary space and infrastructure to carry out the research activity.
- 9.2.3. To inform the OITT of any incident affecting the grant.

10. Terms and conditions of the contracts

The maximum length of the contract will be 3 years, except in the case of Type 1 grants, whose contracts may reach a maximum of 5 years.

The termination conditions of the contract are as follows:

- a) The reading and successful defence of the thesis will imply completion of the contract, which will take effect on the day after the thesis is read.
- b) Failure to pass the annual assessment by the academic committee of the doctoral programme will lead to termination of the contract, and will take effect on the last day of the month in which the assessment was not passed.
- c) The contract could be terminated if enrolment is not completed for each academic year within the time limits established in the academic and administrative calendar of doctoral studies, except in exceptional circumstances and with the approval of the Executive Committee for Research, Transfer and Doctoral Studies of the UdG.

Payments to the contracted recipients will be stipulated in the call.

11. Suspension of contracts

Absences resulting from temporary disabilities (minimum of 30 natural days), risks during pregnancy, maternity leaves, adoption or foster care, risks during breastfeeding, or paternity will not count towards the duration of the contract. The contract can be extended for the same period as the absence at the request of the person concerned to the Human Resources Service before the scheduled end of the contract. It may also involve paying for academic supervision and compulsory training credits for a new year of doctoral studies.

These situations must also be reported to the Doctoral Studies of the UdG.

12. Renunciation

- 12.1. If a grant recipient does not accept the grant, renounces it, does not complete pre-inscription or enrolment, or does not join the programme before the deadline established

in the call, and as long as the economic situation allows it, the unused grant will be awarded in the same category (and in the case of Type 3 grants, the same doctoral programme) to the next applicant on the priority list. This person could begin to benefit from the grant on the first day of the month following the decision of the rector regarding any renunciation.

12.2. Vacancies places resulting from the cases described in the previous point will not be filled if they are not within the stated time limit.

12.3. Recipients who renounce the grant but continue their research training (doctoral programme) will have to pay the corresponding enrolment fee for the academic year underway at the date of renunciation if they have completed more than 50% of the year.

At the end of each year, any credit retained and not used relating to uncompleted grants will become available.

13. Incompatibilities of the grant

The grants are incompatible with any other grant for the same concept. These grants will be compatible with work carried out in accordance with Article 83 of Law 6/2001, of 21 December, on universities, provided that this work is directly related to the line of research on which the recipient's work plan is based.

In any case, the contracted recipient of this grant will be subject to the incompatibility rules for research and teaching staff contracted by the UdG.

Applications for approval of compatibility should be presented to the Human Resources Service of the UdG.

14. Withdrawal of the grant

The total or partial failure to comply with the obligations or requirements established in these terms and conditions, or in the conditions of the grant resolution, or the concealment or misrepresentation of data, will result in loss of entitlement to the grant, that is, to the termination of the employment contract and the obligation to return any payment received. Withdrawal of the grant will only take place after creation of the corresponding file, which will include, in all cases, a report from the thesis supervisor and will guarantee the right to a hearing for the grant recipient.

Should this situation arise, the provisions of section 12.1 shall apply.

Formatat: Normal, Esquerra

15. Relevant legislation

In all matters not expressly provided for in these terms and conditions, the provisions contained in Law 26/2010, of 3 August, of the laws of procedure of public administration of Catalonia, and in Law 39/2015, of 1 October, on the legal regime and procedures of the Government of Catalonia.

Everything in these terms and conditions can be modified as the result of regulatory updates and/or court rulings.

16. Interpretacion of the bases

Exceptional situations not considered in these terms and conditions will be resolved by the Executive Committee for Research, Transfer and Doctoral Studies.

The information used in the terms and conditions and respective calls are from taken previously published calls, unless specified to the contrary.

17. Challenges

No appeal may be lodged against procedural acts that fall within the scope of this Act, except in the cases provided for in Article 112 of Law 39/2015 of 1 October on the common administrative procedure of public administrations. An optional appeal for reversal may be lodged with the Rector against the decision to award aid within one month of the day following its publication, in accordance with Articles 123 and 124 of Law 39/2015 of 1 October on the common administrative procedure of public administrations, or an appeal for judicial review may be lodged directly with the administrative courts of Girona within two months of the day following its publication, in accordance with Articles 8. 3, 14.1 and 46.1 of Law 29/1998, of 13 July, regulating contentious-administrative jurisdiction.

Similarly, interested parties may file any other appeal they consider appropriate to defend their interests

ANNEX

SCORING CRITERIA FOR UNIVERSITY OF GIRONA RESEARCHER IN TRAINING GRANTS - IFUdG 2019-2021

Scoring criteria

1. Assessment of the candidate: up to 6 points

1.1. Assessment of the academic transcript of bachelor's and master's degree studies in relation to the study and year: up to 5 points

The academic transcript is assessed by considering the weighted average grade (by credits) standardised for the year of study.

In studies undertaken abroad, the grades of the academic transcript to use in the previous calculations need to have been calculated in accordance with the provisions of the resolutions of 20 June and 21 July 2016 of the Directorate General for University Policy of the Ministry of Education and Vocational Training.*

(<http://www.mecd.gob.es/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>)

* Special attention should be given to the correctness of data reflected in the sections "credits" and "grade" in the statement of equivalence of grade, and how each of the subjects of the academic transcript is reflected. The document must be signed.

The assessment of the academic transcript is calculated as follows:

The average grade of personal academic transcripts for bachelor's degree, pre-EHEA degree or master's degree studies is standardised using the following formula:

$$N_{exp}^{norm} = \frac{N_{exp}}{N_{mitja}^{estudis}}$$

where

N_{exp} = Grade of the applicant's academic transcript

$N_{mitja}^{estudis}$ = Average grade for the year of study that corresponds to the applicant

N_{exp}^{norm} = Standardised grade of the applicant's academic transcript

1. In bachelor's degree studies that require ECTS credits from a master's degree in order to access the doctorate, the assessment of the bachelor's degree transcript is added to that of the master's degree, as explained below:

- The academic transcript of bachelor's degree will be assessed up to 3 points

$$N_{cand} = 5 \cdot (N_{exp}^{norm} - 1) + 1$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 3$, the assessment will be 3

- The academic transcript of master's degree studies will be assessed up to 2 points

$$N_{cand} = 3 \cdot (N_{exp}^{norm} - 1) + 0,75$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 2$, the assessment will be 2

In the calculation of the average grade of the master's degree, consideration will be given to the ECTS credits completed at the date of application.

- In cases where the doctorate is accessed with a first cycle plus a second cycle of study, the assessment of the academic transcript of the first cycle is added to that of the second cycle, as explained below:

- The academic transcript of first cycle studies is assessed up to 3 points

$$N_{cand} = 5 \cdot (N_{exp}^{norm} - 1) + 1$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 3$, the assessment will be 3

- The academic transcript of second cycle studies is assessed up to 2 points

$$N_{cand} = 3 \cdot (N_{exp}^{norm} - 1) + 0,75$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 2$, the assessment will be 2

- In cases where the doctorate is accessed with a first cycle of study plus a master's degree with ECTS credits, the assessment of the academic transcript of the first cycle is added to that of the master's, as explained below:

- The academic transcript of first cycle studies has a value of up to 3 points

$$N_{cand} = 5 \cdot (N_{exp}^{norm} - 1) + 1$$

if $N_{cand} < 0$, the value will be 0
if $N_{cand} > 3$, the value will be 3

- The academic transcript of studies of the master's degree is assessed up to 2 points

$$N_{cand} = 3 \cdot (N_{exp}^{norm} - 1) + 0,75$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 2$, the assessment will be 2

- Officially recognised bachelor's degree studies with a minimum of 300 ECTS credits, and level 3 qualifications of the MECES list approved by the Ministry of Education and Vocational Training, will be assessed up to 5 points:

$$N_{cand} = 8 \cdot (N_{exp}^{norm} - 1) + 1,8$$

if $N_{cand} < 0$, the assessment will be 0
if $N_{cand} > 5$, the assessment will be 5

1.2. Assessment of the applicant's curriculum: up to 1 point

The merits taken into consideration will be the following:

- Special awards (or equivalent corresponding to the best academic transcript of the year) from bachelor's, pre-EHEA or master's degree studies to a maximum of 0.5 points.
- Studies undertaken abroad in (during the bachelor's degree or equivalent) in mobility programmes with a minimum of 9 ECTS credits, or internships abroad, related to the programme of studies and connected with the university, lasting at least two months, up to a maximum of 0.5 points.

If the bachelor's and master's degree studies have been completed in different countries, the study abroad merit is automatically approved and must be indicated as "study abroad" on the application form.

In each case, only one merit will count towards the maximum score for that section. All merits must be accredited.

2. Research group assessment: up to 4 points

Information taken from the GREC and the databases of the OITT and the School of Doctoral Studies will be used.

If the thesis supervisor participates in a research project where the lead researcher is not in the same research group, the assessment will be the average assessment of the two groups.

If the thesis supervisor belongs to two research groups, it is necessary to define for which research group the following criteria is applied and the applicant is prioritised.

In the case of co-supervision, the average assessment of the co-supervisors will be applied.

In the case of co-supervision of a special action, where a co-supervisor is from an institution providing co-funding that is not the UdG, the assessment of this co-supervisor cannot reduce the assessment of the UdG co-supervisor and will not be taken into consideration during the assessment.

Criteria	Score
2.1. Number of researchers in training of the group / number of full-time PDI with doctorates whose research is affiliated with the UdG	Up to 2 points - if $\frac{\text{researchers in training}}{\text{FT PDI Dr}} \geq 0.5$, Score = 0.5 - if $0.5 > \frac{\text{researchers in training}}{\text{FT PDI Dr}} \geq 0.3$, Score = 1 - if $0.3 > \frac{\text{researchers in training}}{\text{FT PDI Dr}} \geq 0.16$, Score = 1.5 - if $0.16 > \frac{\text{researchers in training}}{\text{FT PDI Dr}}$, Score = 2
<i>Observations:</i>	
FI and IFUG (IF in any format except IFGR), BRUG and BRAE researchers in training* are counted.	
* Current researchers in training are those whose contracts finish after 31 December of the year of the cal.	

<p><i>Researchers in training IFUdG-AE and assimilated, will count half.</i></p> <p>If there is more than one applicant per research group, the score will decrease with each applicant of the group (1 will be added to the "number of researchers in training of the group" for each applicant, 1 for the first, 2 for the second, ...) in accordance with the list of applicant scores.</p>	
<p>2.2. The thesis supervisor belongs to a research group recognised by the Government of Catalonia (SGR), from the UdG or an inter-university group where the UdG is a partner, in the last call.</p>	<p>Up to 1 point, with the following score:</p> <ul style="list-style-type: none"> - The assessment obtained in the SGR evaluation over 1 point, - 0.4 points if the score is less than or equal to this grade or if the group has not been assessed - 0 points in other cases
<p>Observations:</p> <p>If the thesis is co-supervised, the score is divided proportionally between the supervisors.</p>	
<p>2.3. Number of theses read at the UdG supervised by full-time members of the group in the last 7 years with respect to the year of the call divided by the number of full-time PDI with doctorates whose research is affiliated with the UdG (except those who have obtain the doctorate in the last 7 years)</p>	<p>Up to 1 point</p> <ul style="list-style-type: none"> - if $\frac{\text{Thesis}}{\text{FT PDI Dr}} \geq 1.2$, Score = 1 - if $1.2 > \frac{\text{Thesis}}{\text{FT PDI Dr}} \geq 0.8$, Score = 0.75 - if $0.8 > \frac{\text{Thesis}}{\text{FT PDI Dr}} \geq 0.5$, Score = 0.5 - if $0.5 > \frac{\text{Thesis}}{\text{FT PDI Dr}} \geq 0.3$, Score = 0.25 - if $0.3 > \frac{\text{Thesis}}{\text{FT PDI Dr}}$, Score = 0
<p>Observations:</p> <p>If the thesis is co-supervised by supervisors that belong to different research groups of the UdG, the score of the thesis is divided proportionally.</p> <p>If the thesis is supervised by members of the group who do not have the research linked to the UdG, they will not be considered.</p> <p>A thesis with European and/or international mention is valued at 50% more</p>	
<p>2.4. Obtaining co-funding for IFUdG-AE</p>	<p>If IF-UdG-AE is applied for: 0.4 punts, up to a maximum of 4 points in the assessment of the UdG research group</p>

Data from latest group directory, together with all modifications approved in the last session of the Executive Committee for Research, Transfer and Doctoral Studies up to the final date for applications of each call, will be used.