

TERMS AND CONDITIONS OF THE UNIVERSITY OF GIRONA GRANT PROGRAMME FOR RESEARCHERS IN TRAINING (IFUdG 2022-2024)

**Document approved by the Governing Council of the University of Girona
in session 3/2022 of March 31, 2022**

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 and FI_SDUR).
- contribute in a way that groups with demonstrated activity and quality can employ trainee research staff, to the benefit of both parties.
- incentivize the recruitment of excellent research personnel in application of the *Incentive Program for the recruitment and retention of research talent of Excellence* approved by the Governing Council of the UdG, session 8/2020, October 22, 2020. facilitate the research careers of full-time temporary staff.
- facilitate the research career of temporary full-time personnel.
- encourage quality in doctoral programmes of the UdG.
- move toward equal opportunities for people with disabilities.
- favor the relationship of research personnel in training with companies or other entities.

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.

- funds from the UdG Research Group by means of funds free of justification, specifically excluding resources from competitive projects, and from the UdG's own funds, including the operation of departments, research institutes, etc.

The Delegated Commission for Research, Transfer and Doctorate, at the proposal of the Office of Research and Technology Transfer (hereinafter OITT), will resolve any doubts that may arise.

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.

3.1 Applicant requirements:

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

3.1.2. The applicant must not already have a doctorate.

3.1.3. 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.

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

- In the studies included in point 3.1.3.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 3.1.3.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.

Note:

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>

*The tables of equivalences by country, approved in the **latest published update**, must always be used.*

The document obtained must coincide exactly with the information on your academic transcript. The University of Girona will have to give its approval.

- 3.1.5. The applicant must not have received, be receiving or have been awarded, either at the time of publication of each call or during its process, a grant from any competitive research training programme (IF in any form, FI, FI_SDUR, FPI, FPU, FIS, industrial doctorate or equivalent).
- 3.1.6. The applicant must not have received an IFGR grant or a trainee researcher contract, under a research project or similar, for more than 12 months at the time of publication of each call of proposals.
- 3.1.7. The applicant must have at least one thesis supervisor who fulfils all the specific requirements of this grant programme.
- 3.1.8 The applicant must present the endorsement of a research group of the UdG that meets the specific requirements for this purpose. The same candidate may not be presented by more than one research group.

3.2 Specific requirements of the research group:

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 fully funded by the UdG (*except IFGR and IFdG-AE 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, FI_SDUR, and IFUdG (in any format except IFGR and IFUdG-AE) be equal to or greater than 3.

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

** A researcher in training will be considered as current when the contract expires after December of the year of the call.*

In the event that the thesis supervisor belongs to more than one research group, the application form must state the research group that endorses the application, which will be used in the admission and assessment process. In the case of co-direction, if the director and co-director, who meet all the requirements for co-direction, belong to different groups, the averages of the two assessments will be taken into account.

The data from the updated directory of groups will be used, which will include the changes approved up to the last meeting of the Delegated Commission for Research, Transfer and Doctoral Studies held before the deadline for the submission of applications for each call. Modifications that have been requested but not approved by the Delegate Commission for Research, Transfer and Doctoral Studies will not be considered.

3.3 Specific requirements of the thesis supervisors (also applicable to co-directors in all cases):

3.3.1. They will have to be full time doctoral teaching and research staff with research attached to the UdG and meet the requirements for thesis supervisors specified in the current academic regulations for doctoral studies at the UdG. The thesis supervisor may have a non-permanent link with the UdG, such as interim assistant, research director, lecturer, Ramón y Cajal contract holder, ICREA senior, Beatriz Galindo, etc., provided that at the time of application he/she can accredit a link with the UdG of at least the duration of the IFUdG grant requested.

UdG research staff at affiliated centres will be considered not to have their research attached to the UdG unless this is stated in their specific affiliation agreement.

3.3.2. They will have to belong to a research group of the UdG and participate as principal investigator or as a member in a research and/or transfer project awarded at the University of Girona, which is in force at the time of submission of applications. Projects for which the provisional resolution is available at the time of the evaluation of applications will be accepted. In any case, a project or agreement must be in force at the time of incorporation, otherwise the grant will be revoked.

The award of a Ramón y Cajal contract will be accepted as a research project. In the case of a transfer agreement, this must be signed at the time of submission of the application and must have a minimum taxable amount of €24,000.00 for the scientific and technological fields and €12,000.00 for the humanistic and social fields.

3.3.3. The same thesis supervisor may support only one application for an IFUdG grant, or two applications for two IFUdG-AE grants. If two or more IFUdG applications, or three or more IFUdG-EA applications, indicate the same thesis supervisor, **they will all be excluded.**

3.3.4. At least one of the thesis supervisors and/or co-supervisors must fulfil **all** the requirements for the duration of the grant.

3.3.5. The thesis supervisors, and all those belonging to their research group, must have ORCID and this must be reported in the CRIS (research management programme of the UdG at any given time). SCOPUS is also recommended.

3.4 Specific requirements for Modalities 2 and 5.

3.4.1. For modality 2 grants, the criteria set out in point 3.3 must be met at the time of signature of the contract and will be a condition of the contract: failure to meet these criteria at that time will result in the revocation of the grant.

In order to make the grants of modality 2 more competitive, point 3.2 will not be applied in this modality, and the evaluation of the applications will be based solely on the assessment of the candidates.

Thesis supervisors who apply for support under modality 2 may not endorse any application under the other modes in the same call for applications.

3.4.2 For grants under modality 5, each call will establish the specific requirements to be met by thesis supervisors and their research groups.

4. Grant allocations

The IFUdG 2022-2024 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).

The following types of IFUdG grants are envisaged, which may be awarded in each call depending on the availability of funds:

- **MODALITY 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.*

MODALITY 2: IFUdG grants aimed at beneficiaries of the *Incentive Program for the recruitment and retention of research talent of Excellence of the UdG*, i.e., aimed at theses directed by ICREA Senior, Ramón y Cajal, Junior Leader Retaining or equivalent research staff.

The applications submitted by a candidate with a thesis supervisor who has already been beneficiary of a grant within the framework of this same programme, will be excluded (as of today IFUdG or POSTDOC-UdG of this same modality).

- **MODALITY 3:** IFUdG grants that are distributed proportionally between the different doctoral programmes (hereinafter 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) or industrial 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

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

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 modality 3 grants:

The grants of this modality (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:

$$RF PD = R PD - AR PD = AT PD - AD PD - AR PD$$

If in any doctoral programme, any IFUdG support and/or IFUdG-EA support is not awarded, it is foreseen that this support will:

- (i) be added to the residue of this same doctoral programme,
- (ii) be passed on to the doctoral programme with the highest residue and with at least one application of the same type on the waiting list, and allocated according to the total score obtained.

If, afterwards, there is still more than one IFUdG-EA grant to be awarded due to a lack of applications of this modality, every two IFUdG-EA grants will be converted into one IFUdG grant and awarded to the PDs with the highest residues, and within each PD, according to the total score obtained.

Residuals resulting from rounding to the number of grants awarded, both positive and negative, will be transferred to the same modality and doctoral programme in the next call.

- **MODALITY 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 modality 1, 2 or 3 grants.
- **MODALITY 5:** IFUdG grants aimed at candidates who report to a thesis supervisor who has either been appointed as an Associated Researcher of the UdG (hereinafter, IVU), or whose research is attached to a research institute attached to the UdG.

In addition, the entity with which it has the contract, or the institute to which the research is assigned, as the case may be, will have to finance at least one IFUdG grant of this modality. For each entity or institute, as many grants will be called as each one finances.

5. Amount of the grants

The annual budget assigned to modalities 1 to 4 of 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.

In accordance with the available budget, the annual call for proposals will establish the number of grants to be awarded.

The grants 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 modality 1 grants.

In the case of modality 1, the tuition assistance does not apply because it is more beneficial for the disability-related tuition subsidy.

Exceptionally, tuition fees for a fourth year will be covered only in the event that the contract, or any extension thereof, exceeds 31 December.

For modalities 2 and 5, the number of grants will be announced, and a specific maximum annual budget will be allocated, which will be set in each call.

For modality 5 of this programme, the centres with which the UdG has signed an agreement for the assignment of IVU research, or the assigned research institute, if applicable, will establish and finance the number of grants they deem appropriate.

The specific calls for applications shall set the amount of the grants in accordance with the annual contractual remuneration envisaged, and with the annual decree of the Generalitat de Catalunya that sets the prices of academic services to the public universities of Catalonia. The economic conditions of all types of IFUdG grants (including IFUdG-AE) shall be the same.

6. Procedure for awarding grants

The procedure will consist of the following phases:

6.1. Application

Applications will have three parts.

6.1.1. Electronic Application

As long as the agreement with Banco Santander SA is in force, the application must be initiated on the Banco Santander scholarship website, which will be indicated in each call for applications.

Once the personal details have been provided, Banco Santander will complete this part of the application and you will have to access the electronic form of the Universitat de Girona. The link to this second form will appear in the notification that each applicant will receive by e-mail from Banco Santander. This second online submission will generate a receipt that must be signed and submitted as detailed below (together with the documentation specified).

The following documentation must be attached to the electronic application form, in *.pdf or *.doc format, or be reported in the corresponding fields of the same form:

- 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) If you apply for an IFUdG -Special Action, you will have to attach the co-financing commitment or the collaboration agreement signed by the legal representative of the entity or company that co-finances this grant.
- 4) Accreditation of the degree of disability, if applicable.
- 5) Project or contract in force, or expected to be in force at the time of incorporation, of the thesis supervisor, and co-director if applicable, only in the case that the UdG does not have the project information in its CRIS database (research management program that the UdG has at any time).
- 6) Supporting documentation for the merits to be assessed, if applicable.
- 7) The personal academic certificates (CAP) of the higher degrees and of the degrees that give access to the doctorate, stating:
 - a. The qualifications obtained
 - b. The maximum and minimum marks within the corresponding evaluation system.
 - c. The minimum grade required for passing
 - d. The date of completion of 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.*

- 8) Declaration of equivalence of grades for studies taken outside the Spain.
- 9) Non-UdG candidates must submit the average mark 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 it is not possible to obtain the average mark of the applicant's studies, the average mark of the UdG studies with the closest affinity to the studies presented will be used

- 10) Documentation accrediting that you have formalised your pre-registration or enrolment, or that you have been admitted to a UdG doctoral programme.

- 11) Accreditation of previous pre-doctoral contracts, if applicable, in case of not having enjoyed them at the UdG.

In order to complete the electronic application form, it is essential to enter the required documents, in the required format, in each section. If an FI, FI_SDUR or IFUdG application has been submitted and was accepted in the last published call, it is not necessary to submit documents 1, 2, 5, 7 and 8, unless the applicant wishes to update them.

6.1.2. Submission by registration

The PDF document generated, duly signed by all the persons informed at the bottom of the document, may be submitted, always within the deadline for applications established by each call for applications:

- Through the [electronic register of the UdG](#), if all the signatures are electronic.
- If all signatures are manual:
 - o Through any UdG registry office, in accordance with the opening hours established in the Regulations for the organization and operation of the Registry <https://www.udg.edu/ca/arxiu/Registre/Horaris>
 - o At the diplomatic representations or consular offices of Spain abroad, or at the sites detailed in accordance with the provisions of article 16.4 of Law 39/2015, of October 1, on the common administrative procedure of Public Administrations.

6.1.3. The submission of the application implies:

- Authorisation for the University of Girona to obtain, where legally required, the certificates that the beneficiaries are up to date with their tax and social security obligations, which will be issued by the State Tax Administration Agency and the General Treasury of the Social Security. The application may express opposition to obtaining this information. In the event of opposition, the applicant will have to provide the supporting documentation when required to do so.
- That the applicant is not a debtor in the enforcement of obligations due to a final decision on the reimbursement of subsidies.
- Authorisation for the University of Girona to obtain, where legally required, the DNI or NIE, and official qualifications for studies completed in Spain, from the authorities that issued them. The application may express opposition to obtaining this information. In the event of opposition, the applicant will have to provide the accrediting documentation when required to do so.

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 and by registry, in

accordance with the previous sections, by the indicated deadline will not be accepted for processing.

6.2.2. Once the application deadline has passed, having reviewed the documentation and verified compliance with the requirements, the OITT will publish, on the electronic notice board or the UdG's electronic headquarters, the provisional list of applications admitted and excluded applications, specifying, if applicable, the reasons of exclusion.

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 this period has elapsed, the definitive list of admitted and excluded applications, specifying, if applicable, the reasons for exclusion, will be published on the notice board of the UdG's website

6.3. Selection process

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

In the event that only one applicant meets the specific requirements of any of the modalities, the award will be made automatically.

6.3.2. Once all the above criteria and scores have been applied, a list will be drawn up which will include the provisional score of the candidates, in order from highest to lowest. In the event of a tie, the best score in the section on the evaluation of the candidate will be taken into account. A proposal will be made for the awarding of the different modalities to the best-placed candidates on the above list, in accordance with the following order:

1. Modality 2 grants.
2. Modality 5 grants.
3. Modality 1 grants. If any of the modality 1 grants are unsuccessful, they will be moved to modality 4.
4. Modality 3 grants: until all the grants allocated in each doctoral program have been distributed, in accordance with the provisions of point 4 on the distribution of grants in these terms and conditions.
5. Modality 4 grants.

6.3.3. The OITT will publish the provisional prioritisation list and the provisional proposal for the granting of aid and a period of **10 working days** will be opened for the submission of allegations.

6.3.4. The Delegated Commission for Research, Transfer and Doctoral Studies will resolve any doubts and loopholes regarding the interpretation and application of these rules.

The OITT, on the basis of the evaluation carried out and the allegations presented, will draw up a proposal for resolution containing a proposal for funding and a waiting list that will be published on the notice board of the UdG's website and will be submitted to the Rector for resolution.

If the deadline for presenting claims against the list finishes, 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.

6.3.5. 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.

This agreement must be signed by the collaborating entity at least fifteen days prior to the start of the contract. Otherwise, the aid will be revoked

- b. In the event that the co-financing comes from the research groups of the University of Girona, the co-financing for the current financial year must be provided and, at the beginning of the new financial year, the corresponding co-financing for that financial year, and so on and so forth..

7. Participation of grant recipients in teaching

Since training in teaching is an integral part of the training that future doctoral staff should receive, which is understood to be essential and complementary to training in research, it is established that the beneficiaries of these grants will optionally give 12 credits of teaching during the term of the contract for training purposes, preferably practical, in the department to which they are assigned, and in accordance with the temporary teaching or additional collaboration needs of the department, respecting the limit of 60 hours per year established in the Statute of pre-doctoral research staff in training.

Beneficiaries who choose to do this type of teaching must inform the departmental management and the thesis supervisor of their choice at the time of accepting the grant and the approval of the departmental management and the thesis supervisor will be

required. In these cases they will be able to enjoy a mobility grant with the same conditions as the current UdG pre-doctoral mobility grants.

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 3.1 of these terms and conditions and in the corresponding call, if applicable.

In the event that it is not possible to enrol in the Doctoral Programme for which the applicant had been assessed, prior to recruitment, due to the homologation of previous qualifications or because the studies do not give access to the doctorate, among others, the grant will be revoked and assigned to the corresponding person on the reserve list.

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 and on which they have been assessed. 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. If applicable, 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 duly authorised cases.
 - 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 with the collaboration of Banco Santander.
 - 9.1.14. To inform the OITT of any incident affecting the grant (absences, incompatibilities, etc.).
 - 9.1.15. Be aware that, in the event that the research for the doctoral thesis project involves research on human beings, the use of their personal data, animal experimentation or the use of biological agents and/or genetically modified organisms, they must have the corresponding opinion issued by the Ethics and Biosafety Committee for Research at the University of Girona
- 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 Modality 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 evaluation by the academic committee of the doctoral programme shall result in the termination of the contract, effective the day after the OITT becomes aware of it.
- 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 Delegated Commission for Research, Transfer and Doctoral Studies of the UdG.

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

11. Suspension of contracts

Situations of temporary incapacity (minimum of 30 calendar days), risk during pregnancy, leave for the birth or care of a minor, adoption or fostering, risk during breastfeeding, will suspend the calculation of the duration of the contract, which may be extended for the same period, upon request of the person concerned addressed to the Human Resources Service and before the end of the contract.

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.

In the case of modality 3, it will be awarded in accordance with the provisions of point 4 of these terms and conditions.

In the case of modality 5, the grant will remain in the same institution that has financed the grant.

This beneficiary may join on the first day of the month following the Rector's decision on-joining or resignations.

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.

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.

16. Interpretacion of the Terms and Conditions

Exceptional situations not considered in these terms and conditions will be resolved by the Delegated Commission 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. Publicity and notifications

To order the publication of these rules and the resolutions on the call for applications and the awarding of grants on the notice board of the electronic headquarters of the University of Girona.

CRITERIA FOR ASSESSMENT OF APPLICATIONS FOR GRANTS FOR THE RECRUITMENT OF RESEARCH PERSONNEL IN TRAINING AT THE UNIVERSITY OF GIRONA - IFUdG 2022-2024

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>)

** It is recommended to pay attention to the correctness of the data reflected in the sections "credits" and "grade" in the equivalence statements, using the correct scale with the necessary decimals, as well as to reflect each and every one of the subjects that appear in the academic certificate. The document must be signed and will require subsequent validation and signature by the UdG.*

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

$N_{emitja}^{estudis}$ = 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.

2. 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

3. 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

4. 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 assesment will be 0
if $N_{cand} > 5$, the assesment will be 5

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

The following merits will be taken into consideration:

- Extraordinary awards (or equivalent) for bachelor's, bachelor's or master's degree studies up to a maximum of 0.5 points, corresponding to obtaining the best record of the promotion.
- Studies abroad (bachelor's degree or equivalent with respect to the master's degree), in mobility programmes of at least 9 ECTS, or work placements abroad related to the studies taken and linked to the university, lasting at least 2 months, up to a maximum of 0.5 points.

In each case, a single merit will carry the maximum score for that section. All merits must be duly accredited.

2. Research group assessment: up to 4 points

The information extracted from the CRIS (research management programme of the UdG at any given time) and from the databases of the OITT and the Doctoral School will be used.

If the thesis supervisor participates in a research project, the principal investigator of which is not from the same research group, the evaluation will be the average of the evaluations of the two groups.

If the thesis supervisor belongs to two research groups, the following criteria will be applied and the candidate will be prioritised, if applicable.

In case of co-direction, the average of the evaluations of the co-directors will be applied.

For modality 5 grants, each call will adapt the evaluation criteria.

<i>Criteria</i>	<i>Score</i>

<p>2.1. Number of researchers in training of the group / number of full-time PDI with doctorates whose research is affiliated with the UdG . Research trainees in receipt of a Special Action grant count as 0,25.</p>	<p>Up to 2 points</p> <ul style="list-style-type: none"> - 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
<p><i>Observations:</i> Researchers in training* FI, FI_SDUR and IFUdG (FI in any type except IFGR) will be counted.</p> <p>* A researcher in training will be considered to be a current researcher in training if the contract ends after 31 December of the year of the call.</p> <p>If there is more than one application per research group, the score will decrease for each group's application according to the candidate's evaluation list. 1 will be added to the "number of researchers in training in the group" for each application, and if there are more, 2 for the second, 3 for the third... Special action grants (AE) will count for 0.25.</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 - 0.2 points if the group has not been assessed - 0 points in other cases
<p><i>Observations:</i> 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</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

<p>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>	<ul style="list-style-type: none"> - if $1.2 > \frac{Thesis}{FT\ PDI\ Dr} \geq 0.8$, <i>Score</i> = 0.75 - if $0.8 > \frac{Thesis}{FT\ PDI\ Dr} \geq 0.5$, <i>Score</i> = 0.5 - if $0.5 > \frac{Thesis}{FT\ PDI\ Dr} \geq 0.3$, <i>Score</i> = 0.25 - if $0.3 > \frac{Thesis}{FT\ PDI\ Dr}$, <i>Score</i> = 0
<p><i>Observations:</i></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 and/or industrial is valued at 50% more</p>	
<p>2.4. Obtaining co-funding for IFUdG-AE</p>	<p>If IF-UdG-AE is applied for: 0.5 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 Delegated Commission for Research, Transfer and Doctoral Studies up to the final date for applications of each call, will be used.