

**Call for applications for grants co-funded by a research group and the Universitat Oberta de Catalunya for doctoral theses in doctoral programmes in Society, Technology and Culture; Network and Information Technologies; Education and ICT (E-learning); Humanities and Communication; Health and Psychology; Law, Politics and Economics; Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO); Bioinformatics (interuniversity: UAB, UB, UdG, UdL, UVic-UCC, UPC, URV, UOC), and Business Administration and Management (interuniversity: UPC, UPM, UPCT, UOC) – 2024/2025**

The Vice Rector for Research, Knowledge Transfer and Entrepreneurship of the Universitat Oberta de Catalunya (UOC), in exercising his authority in terms of the training of researchers, hereby invites applications for grants co-funded by a research group and the UOC for doctoral theses in lines of research linked to UOC research groups in the doctoral programmes in Society, Technology and Culture; Network and Information Technologies; Education and ICT (E-learning); Humanities and Communication; Health and Psychology; Law, Politics and Economics; Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO); Bioinformatics (interuniversity: UAB, UB, UdG, UdL, UVic-UCC, UPC, URV, UOC), and Business Administration and Management (interuniversity: UPC, UPM, UPCT, UOC), for predoctoral trainee researchers, within the framework of Spanish Law 14/2011, of 1 June 2011, on Science, Technology and Innovation; Spanish Law 17/2022, of 5 September 2022, amending Spanish Law 14/2011; Spanish Law 14/2013, of 27 September 2013, on Support for Entrepreneurs and Internationalization, and Spanish Royal Decree 103/2019, of 1 March 2019, approving the for Trainee Predoctoral Research Staff Statute.

This programme is funded by the Fundació per a la Universitat Oberta de Catalunya (FUOC), from the UOC's internal budget, and from the budgets of the UOC's research groups.

**1. Purpose of the call**

- I. In order to promote the training of researchers in the different research groups, the UOC is awarding **2** grants for doctoral theses in doctoral programmes in Society, Technology and Culture; Network and Information Technologies; Education and ICT (E-learning); Humanities and Communication; Health and Psychology; Law, Politics and Economics; Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO); Bioinformatics (interuniversity: UAB, UB, UdG, UdL, UVic-UCC, UPC, URV, UOC), and Business Administration and Management (interuniversity: UPC, UPM, UPCT, UOC). The number of places will be determined by and subject to the UOC's budget and the budgets of the UOC's research groups.
- II. This call is made in accordance with the guidelines established by the Research, Innovation and Knowledge Transfer Committee (CRIT) appointed by the UOC's Governing Council.

## 2. Programme structure

- I. The UOC grant programme is regulated by Spanish Law 14/2011, of 1 June 2011, on Science, Technology and Innovation; Spanish Law 17/2022, of 5 September 2022, amending Law 14/2011; Spanish Law 14/2013, of 27 September 2013, on Support for Entrepreneurs and Internationalization, and Spanish Royal Decree 103/2019, of 1 March 2019, approving the Trainee Predoctoral Research Staff Statute or the applicable regulations.
- II. The UOC grant programme will consist of hiring trainee predoctoral researchers, specifically under predoctoral researcher training contracts, as provided for in Article 21 of Law 14/2011 and Royal Decree 103/2019, or any other applicable legislation. Predoctoral contracts will be governed by the aforementioned regulations and, on a supplementary basis, by the Consolidated Text of the Law on the Workers' Statute, all other applicable labour legislation and the FUOC's collective bargaining agreement.

### III. The predoctoral contract is for 3 years.

However, for people previously hired under predoctoral contracts, the duration of the contract must be adjusted to the maximum allowed by Law 14/2011, in no case exceeding 3 years.

- IV. In accordance with the provisions of Article 21 of Law 14/2011 and Article 6.2 of Royal Decree 103/2019, the length of the contract will be extended to cover any period of temporary incapacity or full-time leave for pregnancy, risk during pregnancy, breastfeeding (or the full-time equivalent), childbirth and childcare, adoption, guardianship for adoption purposes or fostering, or for equivalent situations, or full-time leave for work-life balance or caring for children, family members or dependants, or unpaid leave for caring for a child or family member.

Periods of part-time leave for childbirth and childcare, adoption, guardianship for adoption purposes or fostering, and the reduction of working hours for breastfeeding, birth of a premature child or a child who is hospitalized after birth, legal guardianship, care of children with cancer or other serious illness, of family members who have suffered an accident or have a serious illness, or of dependants, or due to gender-based violence, or reductions in working hours for similar situations related to the above, as well as for reasons of work-life balance or to care for a child, family member or dependant, during the term of the contract, will cause the contract to be extended for an equivalent amount of time to the reduction in working hours.

Likewise, the contract will be suspended in the case envisaged in Article 45.1.n of the Consolidated Text of the Law on the Workers' Statute as a measure to protect women who are the victims of gender-based violence. The contract will also be suspended, for a maximum period of 4 months, in the event of a claim of failure by the doctoral thesis supervisor to carry out their duties, in accordance with the conditions established in Article 6 of Royal Decree 103/2019.

In all these cases, the term of the contract will be extended for the equivalent amount of time.

- V. In accordance with Article 21 of Law 14/2011, the activities carried out by trainee predoctoral researchers are assessed annually, and a favourable annual report by the programme's

Academic Committee and the CRIT is required in order for them to remain in the programme. These committees will assess whether the training and research objectives agreed to by the recipient of the grant have been met within the established period.

- VI. The following are grounds for termination of the predoctoral contract: withdrawal from the doctoral programme and failure to pass the annual assessments, as well as the other grounds established in Law 14/2011 and Royal Decree 103/2019, and any other reasons provided for by law.
- VII. In accordance with Law 14/2011, obtaining the doctoral degree puts an end to the training stage for research staff and the beginning of their postdoctoral stage, which is aimed at professional improvement and specialization. From that moment, for a maximum of 12 months and without exceeding the 3 years of predoctoral contract established in section 2.II herein, the purpose of the contract is postdoctoral guidance.

If students obtain the highest academic grade in the defence of their thesis – excellent *cum laude* – before the end of the third year of the predoctoral contract and if the budget so allows, the 2 theses most highly rated by a panel may be extended to up to 4 years, but without the postdoctoral guidance period exceeding 12 months under any circumstances.

### 3. **Grant amount and form of payment**

- I. The salary to be received by trainee predoctoral researchers during this period will be €17,823.93 gross per year for the first and second years, and €19,097.06 for the third year. In any case, the salary remuneration for each year will be established taking account of the provisions of Article 21.d of Law 14/2011, and Article 7 of Royal Decree 103/2019. The amounts indicated in these terms and conditions may therefore be increased.

These amounts will be subject to taxation and Social Security contributions in accordance with the applicable legislation. The amount will be paid monthly by bank transfer to the account stipulated by the trainee researcher.

- II. Grant holders with a predoctoral contract will have all those employment and other rights relating to social security deriving from the contract signed with the UOC.
- III. The institution will be responsible for the expenses involved in enrolling for the organized research period of the doctoral programme, and also for payment of the diploma only if the thesis has been deposited before the end of the predoctoral contract. The grant includes a final payment of €1,500 gross which is payable if the doctoral thesis has been defended before the end of the predoctoral contract, and provided the student has obtained the highest academic grade at the thesis defence: excellent *cum laude*. This payment will be made to the beneficiary when they obtain their doctoral degree, in their salary for that month.
- IV. All beneficiaries must take into account that the month of **August is not included**, and the assessment process can take two months to carry out.

#### 4. Requirements

- I. The potential beneficiaries of a predoctoral grant co-funded by a research group and the UOC include individuals who fulfil the access requirements for the organized research period on a doctoral programme at the UOC at the time of submitting an application (or who can do so by 26 July 2024).

The specific requirements of each doctoral programme can be found on the [Doctoral School's website](#) (in the information on each doctoral programme: *Call for Applications > General requirements and Admission requirements*).

- II. The potential grant recipient must have a minimum average academic grade of 6.5 or higher for **bachelor's degree studies or an equivalent qualification** and must not have a doctoral degree.
- III. The potential grant recipient must have contacted a UOC research group that endorses and supports their thesis. The application will only be valid if the letter of endorsement from the research group or the researcher is submitted. Proposals should be addressed to one of the UOC's [research groups](#).
- IV. The researcher supervising the thesis must be a UOC staff member who belongs to a UOC research group.

As specified in section 7.2 *Selection criteria. Evaluation of the training and research environment*, the thesis supervisor must have an active six-year research period (*sexenni*) when the application is submitted. Otherwise, the score awarded will be zero points.

- V. The researcher supervising the thesis can only be named as the thesis supervisor in one application.

Supervisors must have an employment relationship with the UOC. This relationship must adequately guarantee supervision and monitoring of the candidate's doctoral thesis over the 3 years of the grant. For the purposes of these terms and conditions, staff on leave and part-time, visiting or emeritus staff are deemed not to meet this requirement.

- VI. In order to be eligible for the grant, the research group in which the candidate will do their thesis must prove that it has sufficient budget available to co-fund the contract for 3 years (the amount to be co-funded is the business cost of the grant). For this reason, they must present a statement signed by the leader of the research group accrediting this. (See section 5. *Documentation to be submitted*).

Candidates who apply and do not meet this requirement will be automatically turned down.

As a preliminary step to the evaluation of the application, the UOC's R&I department will validate the content of this document. In the event that the content of the research group's statement cannot be confirmed by the R&I department, the application submitted will be automatically turned down.

- VII. Each applicant can only submit one application. Likewise, each thesis supervisor can only be appointed as such in one application.

## 5. Documentation to be submitted

The potential beneficiaries of a UOC co-funded predoctoral grant for doctoral programmes are those individuals who apply for admission to a programme (from [the doctoral programme's page](#)) and who submit their application and the documents required **between 7 and 27 May 2024** via the Virtual Campus: *Procedures > Doctoral programme admission > How to apply for admission to a doctoral programme with a competitive grant, research contract or research grant*.

When submitting their application, they must meet (or be able to meet by **26 July 2024**) the access requirements for the organized research period of a UOC doctoral programme.

The specific requirements of each doctoral programme can be found on the [Doctoral School's website](#) (in the information on each doctoral programme: *Call for Applications > General requirements and Admission requirements*).

Applicants must complete the grant application and, once signed, send it in digital format to the email address [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu), with the subject line "**SOL\_PREDOC\_COFUNDED\_2024 - CandidateName**". The following documents must be attached to the application in electronic format:

- ID card (DNI/NIE) or passport.
- [Signed application form](#)
- [Attached documents](#) (CV, thesis objectives and thesis work plan).
- The **academic record of the bachelor's, master's, licentiate or equivalent degree studies** must show the date on which the degree was obtained and the average grade on a scale of 0-10 (originals and certified copies are not required at this stage, just the electronic files). Students who will complete their master's degree studies in June may submit the enrolment form.

**In the event that the academic record of the bachelor's or master's degree studies is not expressed as a grade of 0-10, the academic records must be submitted along with the calculated equivalence statements**, in accordance with the provisions of the current resolutions of the Spanish Ministry of Science, Innovation and Universities on the equivalence of average grades which are available from: [https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias/languaje/en](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias/languaje/en) (*Annex I. Scales, Annex II. Instructions to fill out the declaration of equivalence of average grade*).

- Applicants who have completed all or part of their bachelor's, master's, licentiate, engineering, architecture or diploma degree at centres outside the Spanish university system must submit their academic records along with the **calculated equivalence statements**, in accordance with the provisions of the current resolutions of the Spanish Ministry of Science, Innovation and Universities on the equivalence of average grades which are available from: [https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias/languaje/en](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias/languaje/en)

[guage/en](#) ([Annex I. Scales](#), [Annex II. Instructions to fill out the declaration of equivalence of average grade](#)).

- **Declaration signed by the leader of the UOC research group** chosen by the potential beneficiary of the grant, accepting their candidacy, as well as proof of the provision of sufficient budget to co-fund all 3 years of the contract, specifying the name of the internal or external project to which they will be assigned ([see Annex II](#)).

As a preliminary step to the evaluation of the application submitted, the UOC's R&I department must validate this document.

Any proposal that does not meet the formal requirements (minimum grade on academic record, dates of completion of the master's degree, notice to applicants in case of repetition of thesis supervisors, non-current projects and additional documentation that may be required to make the selection) will be turned down.

## 6. Evaluation and selection committee

- I. The CRIT is responsible for evaluating and selecting candidates from a UOC research group who have submitted applications for this call.

It will evaluate the candidates in accordance with the criteria established in section 7. *Selection criteria.*

- II. The criteria expressly described in these terms and conditions will be the only elements considered in the evaluation of the candidates. No requirement and/or circumstance not expressly provided for will be evaluated or may be submitted as part of an appeal.

No other personal or individual circumstance of the candidates may be taken into account in the evaluation or used as the basis of an appeal against provisional awards, decisions and/or evaluations made by the CRIT.

Applications not submitted within the periods stipulated and not complying with the requirements established in these terms and conditions will be automatically excluded. In no case will incomplete applications or the submission of additional documentation and/or information be accepted after the deadline established in these terms and conditions for the submission of applications.

Only applications submitted in due time and form may be evaluated. Incomplete applications cannot be admitted or evaluated, and no additional elements or changes will be accepted once the submission period has ended.

- III. The CRIT will decide upon the awarding of grants in a single session, in accordance with the selection criteria established in section 7 herein.
- IV. The CRIT may, if it deems it necessary, request the necessary information from the candidates to contrast or clarify some aspect of the initial project proposal submitted.
- V. The CRIT reserves the right to declare the places vacant and is competent to resolve any issue not expressly regulated in these terms and conditions.

## 7. Selection criteria

I. To evaluate the applications, the CRIT will take into account the following criteria:

1. The academic excellence of the candidates submitted by a UOC research group (bachelor's degree and master's degree academic record).
2. The evaluation of the UOC research group that the potential grant recipient will join.
3. The fit with the UOC's science policy.

As regards the **previously mentioned specific evaluation criteria**, the CRIT will evaluate the applications received on a scale of 0 to 10, and based on the sum of the following criteria:

1) Weighted average grade of the **academic record** of the potential recipient submitted by a UOC research group (**maximum 4 points**).

- 1.1. The average grade for the bachelor's degree studies or equivalent qualification is worth 80%.
- 1.2. The average grade for master's degree studies is worth 20%.
- 1.3. If admission to the doctoral programme is granted without needing to take master's degree studies, then the average grade for the bachelor's, licentiate, engineering or architecture degree studies is worth 100%.
- 1.4. If the candidate has studied more than one bachelor's degree or equivalent qualification, only the weighted average grade of the programme most closely related to the doctoral programme will be taken into account. Likewise, if the candidate has studied more than one master's degree, only the weighted average grade of the programme that enables access to the doctoral programme will be taken into account.

2) Evaluation of the **training and research environment** the potential recipient of the grant will join (**maximum 3 points**).

The thesis supervisor must have an active six-year research period (*sexenni*) when the application is submitted. Otherwise, the score awarded will be zero points.

The score for the research group's R&I activity will be awarded on the basis of the following criteria:

- In all cases, **only the UOC senior researchers in the research group** for which the application is submitted will be taken into account (i.e., with accreditation/category of associate or equivalent, or higher).
- 2.1. **Active six-year research period (*sexenni*)**: up to a maximum of 1 point will be awarded depending on the senior members of the group (only taking into account UOC members) who have an **active six-year research period**, in accordance with this scale:

- Between 70% and 100% of senior members have an active six-year research period: 1 point.
- Between 50% and 69% of senior members have an active six-year research period: 0.5 points.
- Between 30% and 49% of senior members have an active six-year research period: 0.3 points.
- 29% or less of senior members have an active six-year research period: 0 points.

\* Only six-year research periods that are active before the deadline for applications (27 May 2024) will be taken into account.

2.2. **Social impact:** up to a maximum of 1 point will be awarded for the social impact of the research measured by the number of PhDs contributed to society. Thus, **theses defended in the last 10 years** that were supervised by senior members of the group (only taking into account UOC members) will be evaluated in accordance with this scale:

- Between 70% and 100% of senior members have supervised a thesis: 1 point.
- Between 50% and 69% of senior members have supervised a thesis: 0.5 points.
- Between 30% and 49% of senior members have supervised a thesis: 0.3 points.
- 29% or less of senior members have supervised a thesis: 0 points.

→ Only theses defended before the deadline for applications (27 May 2024) will be taken into account. The information on theses supervised at the UOC will be provided by the Doctoral School, while for theses supervised at other institutions only those registered on GIR before the deadline for applications (27 May 2024) will be taken into account.

2.3. **Projects awarded:** up to a maximum of 1 point will be awarded for projects awarded in competitive calls or research contracts in the last 5 years. Only UOC projects in which the senior member was involved as a researcher or principal investigator or where they led a work package for an international project (such as Erasmus+ or Horizon Europe) or a large-scale national project (where the UOC's participation is at least equivalent to a work package for an international project) will be taken into account. This scale is applied:

- Between 70% and 100% of senior members have been awarded projects: 1 point.



- Between 50% and 69% of senior members have been awarded projects: 0.5 points.
  - Between 30% and 49% of senior members have been awarded projects: 0.3 points.
  - 29% or less of senior members have been awarded projects: 0 points.
- **Only data registered on GIR before the deadline for applications (27 May 2024) will be taken into account.**
  - In the case of teaching and research staff **from other institutions**, projects awarded to the other institution will be taken into account if they meet the same aforementioned criteria: **only projects registered on GIR before the deadline for applications (27 May 2024) will be taken into account.**
  - SGR-21 projects with funding awarded will be taken into account.
  - Collaboration in Spanish national plans (*Planes Estatales*) that are external to the UOC are excluded.
  - Internal UOC calls for projects are excluded.
  - All external competitive projects will be taken into account (R&I, grants, mobility, etc.).

The evaluation of all these merits will exclusively take into account the information in GIR about the mentor and the research group at the end of the application submission period. Merits not correctly included in GIR on this date will not be considered.

### 3) The fit with the UOC's science policy (maximum 3 points).

The score will be awarded on the basis of the following criteria:

3 points: if the research lines of the project that the candidate will be joining correspond to the one of the following strategic lines at the UOC: **network society, e-learning research** or **digital health**.

2 points: if the research lines of the project that the candidate will be joining correspond to the one of the **12 challenges identified in the UOC's current Strategic Plan**.

0 points: if the research lines of the project that the candidate will be joining do not correspond to either of the above criteria.

## II. Calculation of the final score

The order of priority of applicants will be established by calculating the score obtained in the above three sections, according to the following formula:

$$\text{Final score} = (80\% A + 20\% B) / 10 \times 4 + C + D$$

Where:

- A** is the average grade for the bachelor's, licentiate or equivalent degree (0-10)
- B** is the average grade for the master's degree (0-10)
- C** is the evaluation of the training and research environment (0-3).
- D** is the evaluation of the fit with the science policy (0-3)

If master's degree studies are not used, the formula will be:

$$\text{Final score} = (A \div 10) \times 4 + C + D$$

The final score is given on a scale of 0 to 10 and is the sum of the scores from the three sections.

The rules applied for selection of candidates are as follows:

- Applicants will be ranked according to their score.
- The score criteria will be applied using data from the final day for submitting applications.
- If two applicants have the same score, the applicant with the higher average grade for A will have priority.

#### **8. Provisional selection of candidates**

The provisional selection of the candidates for the grant will be published on the UOC's [e-Noticeboard](#) and [Doctoral School website](#) on **7 June 2024**. Notification will be made by email to the candidate's address given in the application and by publication of the provisional selection on the programme website.

#### **9. Appeals**

- I. All applicants will then have a period for appeals from **7 to 9 June 2024**.

**Appeals should be sent to the CRIT, as a formal letter, by email to [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu).**

- II. The CRIT undertakes to decide on the appeals received, and the **final selection of candidates** to be awarded a grant co-funded by a research group will be published on the UOC's [e-Noticeboard](#) and [Doctoral School website](#) on **12 June 2024**.

#### **10. Final selection of candidates**

- I. The beneficiaries will receive notification with instructions on how to formally accept the grant by signing a standardized document and submitting the corresponding documentation. They must do so within a maximum period of 5 working days, counting from the day after the notification is sent.
- II. Any beneficiary who does not formally accept the grant within the period stated in the previous paragraph will be considered to have waived the grant.

- III. The selected candidates must be able to present, before **28 June 2024**, the documents listed in Annex I of this document.
- IV. If the selected candidates do not possess the master's degree on 27 May 2024, but could fulfil all the requirements to access one of the doctoral programmes before 26 July 2024, they must submit all the documents with the legalized master's degree certificate, which can be submitted before 26 July 2024.
- V. If a beneficiary waives their grant before 1 December 2024, it will be awarded to the next person on the waiting list with the highest score. Awards made during this waiver period will be notified and published as established above.  
  
If a beneficiary waives their grant after the date set above, the place will be left vacant.
- VI. The period for candidates to join may go beyond the dates initially envisaged herein. The term of the predoctoral contract will be adjusted to meet the remaining time of the grant.
- VII. From 2 December 2024 (inclusive), the UOC may publish an extraordinary call for applications to cover the grants not awarded in the ordinary call. The process of selecting, awarding and benefitting from these grants will be governed by these terms and conditions. These grants will be assigned to the research groups where places have been left vacant.

#### **11. General conditions of the grants**

- I. The grants awarded are subsidiary to any other equivalent grants from public or private institutions. Therefore, grant holders will be required to apply for equivalent grants from those public or private institutions deemed appropriate by the UOC.

The status of trainee predoctoral researcher with a UOC grant is incompatible with any other remunerated activity that may restrict researchers' abilities to devote themselves fully to research. Nevertheless, the management of the Doctoral School and the doctoral programme may consider requests to carry out teaching activities (giving courses, presentations, talks, etc.), collaboration on R&I work or contracted R&I work directly related to the training and research undertaken by the trainee predoctoral researcher, provided they are occasional and not regular activities.

- II. If the trainee researcher receives remuneration from any of the activities mentioned above, this may not exceed 30% of the gross annual sum of the grant.
- III. In accordance with Article 4.2 of Royal Decree 103/2019, research staff may collaborate in teaching tasks for up to a maximum of 60 hours per year and 180 hours for the full term of the predoctoral contract. The management of Doctoral School and the doctoral programme must authorize this collaboration. If the teaching activity takes place at the UOC, they will not receive any remuneration additional to the amount paid by means of the grant.
- IV. The trainee researcher will develop their research activities at the UOC's Interdisciplinary R&I Hub in Barcelona. The predoctoral contract for the doctoral programmes, i.e., the grant, will begin 1 October 2024 and, in accordance with the provisions of clause 3 herein, the trainee researcher must start on site on 1 October 2024. Trainee researchers from non-EU countries can start work once they have received their Spanish residency and work permits. This means

that the start date depends on when they receive the permits and documents required to sign the contract.

- V. The UOC predoctoral research grant holders for doctoral programmes have to provide the UOC's Personnel department with the administrative and legal documents required for their employment contract before 20 September 2024: census registration in Spain, valid DNI/NIE (Spanish Identity Document/Foreigner Identity Number), Spanish Social Security number, Spanish bank account number, and certificate of employment. They also have to provide their employment history report or an affidavit stating they are not and have not been employed under a trainee researcher contract. If the predoctoral researcher does not provide these documents before 20 September 2024, they will lose their right to the grant.
- VI. The trainee researcher expressly authorizes the UOC to use, as the university deems fit (except for publication), the results and reports submitted for the grant application or as supporting documentation for the work done, and to carry out any procedures necessary with other people or institutions that may be funding, in part or in full, the grant awarded.
- VII. Notwithstanding that, in accordance with Spanish Law 14/2013, the trainee researcher may exercise the intellectual property rights deriving from their own research training activities, depending on their contribution, as established in the revised text of the Spanish Law on Intellectual Property, approved by Spanish Royal Decree 1/1996, of 12 April 1996.

## 12. Rights of trainee research staff

The rights of the beneficiaries of a UOC predoctoral grant include, but are not limited to:

- Obtaining the necessary support from the UOC to carry out their research activities.
- Using the UOC's services and taking part in its activities in accordance with internal regulations.
- Participating in UOC calls for applications for grants.
- Exercising the intellectual property rights deriving from their own research training activities, depending on their contribution, as established by the revised text of the Intellectual Property Act approved by Royal Decree 1/1996, and the UOC's internal intellectual property regulations.
- Receiving the funding described in clause 3. *Grant amount and form of payment.*
- If budgetary provisions allow, recovering the grant in the event of interruptions caused by force majeure.
- Carrying out teaching activities, collaborating on R&I work or undertaking contracted R&I work subject to the prior authorization of the management of the doctoral programme and in accordance with the requirements set out herein, and in the UOC's internal intellectual property regulations.

- Making research visits to other centres. In each case, the management of the Doctoral School and the director of the doctoral programme will decide on whether these visits are appropriate and whether this will involve temporarily suspending the grant and, hence, stopping payments.
- Beneficiaries of grants who are non-resident in Spain when the grant is awarded will be entitled to a return journey to and from their country of origin. This journey should be taken in one of the holiday periods during the grant. It must be pre-validated on the Personal Affairs site (Endalia) and the Personnel department must be informed. The grant is subject to prior authorization by the management of the Doctoral School and the director of the doctoral programme. The journey request must be submitted via *JIRA Suport UOC / R&I Expenses / Travel and registration to conferences*, identifying the type of trip in the *Reason for expense* section.
- Beneficiaries of grants who are not resident in Barcelona province when it is awarded will be granted a one-off payment of €600 gross to defray the costs of moving to Barcelona.

The applications must be submitted via the Researchers' Portal (GIR). Applications can be sent using the *Presentació de sol·licitud* link in the call's file. Once the application has been completed on the GIR tool, the applicant must send an email to [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu) notifying their request. The one-off payment cannot be requested until the contract with the UOC has been signed. At the time of application, the beneficiary must provide documentary evidence proving the change of address. The amount of the grant will be received in the form of a single payment as part of the FUOC salary and will be subject to the withholdings established in the applicable regulations.

### 13. Obligations of trainee research staff

The obligations of the beneficiaries of a UOC predoctoral grant reflect that established by Spanish Law 14/2013, and include, but are not limited to:

- Carrying out the research work in accordance with the criteria established by the management of the Doctoral School, and the UOC's research group coordinator assigned to the programme.
- Studying and passing the training activities included in the personal training plan.
- Residing in Spain. It is highly recommended that the habitual residence be in Catalonia – the research centre is located in Barcelona – so that they can carry out the on-site activities required for their research.
- Carrying out regular research at the UOC's Interdisciplinary R&I Hub facilities, located in Barcelona, without prejudice to any temporary stints that may be necessary during the course of this activity in other higher educational centres or research centres, and any travel undertaken for fieldwork and to disseminate the research work.
- Applying for the [FI Joan Oró grant to hire trainee research staff](#) and for the [FI-SDUR grants for university departments and research units aimed at the recruitment of predoctoral](#)

[researchers in Catalonia](#). The beneficiaries of these grants will receive the salary stipulated, and will need to renounce the UOC grant.

- Stating their affiliation to the university thus: "With the support of a grant from the UOC", in any written documents deriving from the research work undertaken.
- Aside from the mandatory training activities that form part of the doctoral programme, attending and participating in the doctoral and group research seminars, and attending and taking advantage of the research seminars, workshops and other activities organized by the UOC for research staff, as well as any initiatives organized or facilitated by the UOC to enhance their training or to aid their integration in the university community and the host country.
- Integrating in the community of the Doctoral School, in particular, and the UOC community, in general, in the spirit of scientific collaboration.
- In the year prior to joining the doctoral programme, they should have taken the necessary steps to apply for and obtain from the Spanish government or any other public or private institution any grants or subsidies to which they may be entitled (due to their personal circumstances or activity) to pursue these doctoral studies, or otherwise undertake these procedures during the first year of the grant.
- Notifying the UOC in writing if any other grant or similar subsidy is awarded or there is any interruption to the grant period due to force majeure.
- Accepting the grants that the UOC may obtain from other individuals or organizations to partially or fully offset the grant, so long as this substitution does not involve the beneficiary of the grant having to accept lower remuneration.
- Requesting permission through the means established for this from the management of the Doctoral School and the director of the doctoral programme to undertake research visits at other centres.
- Notifying the Doctoral School and the Personnel department of leave for maternity or paternity, adoption or fostering, or any period of temporary incapacity.
- Accepting any obligations incumbent upon them as a result of being covered by the Social Security system.
- Abiding by the internal regulations of the UOC, especially the employment conditions, and the health and safety regulations.
- Respecting the ethical implications of the research activity being carried out.
- Complying with the objectives and requirements for remaining on the doctoral programme, as established in the applicable academic regulations.

- Complying with the UOC's regulations on acceptable behaviour (*Normativa de convivència*) and the rights and obligations in the doctoral candidate agreement, all of which have been established in accordance with the applicable academic laws.
- People from countries outside the EU who want to travel or carry out a research stay in which they must remain outside the country for more than 6 months, must contact the Personnel department in advance at [persones@uoc.edu](mailto:persones@uoc.edu) to receive information and support on the procedure and the necessary documentation.
- Providing the UOC, before **28 June 2024**, the necessary documents (listed in Annex I) to undertake the process for residence permits, and in accordance with the provisions of clause 10 herein.
- The admission documents must be provided before **27 May 2024** (with the exception of the master's degree in those cases in which it will be awarded in the spring term), and in accordance with the provisions of clause 5 herein. If the doctoral student does not provide the documents requested on time, the university cannot guarantee the starting date of the contract of 1 October 2024.
- Taking holidays during the calendar year, as is the case for all UOC staff. If they don't apply for their holidays, these days will be lost and cannot be recovered. They will not be paid in the final salary payment. Any holidays must be approved by the management of the Doctoral School before being taken and applications must be submitted through the Personal Affairs site (Endalia).
- Adhering to the conditions and obligations set forth herein, as well as all applicable internal regulations.

Should any of these obligations not be fulfilled, the grant awarded may be subject to revocation by the CRIT, and any relevant disciplinary proceeding provided for in the FUOC's collective bargaining agreement may be initiated.

#### **14. Renewal**

The Academic Committee of the doctoral programme will make public the criteria for renewing the UOC predoctoral grants. In the event that it feels it is necessary to set any additional requirements or criteria for renewing grants, this information will be duly notified by email to the beneficiaries of grants affected.

In any case, the programme's Academic Committee and the CRIT will base their decision on renewal of the contract on the doctoral student meeting the objectives set for the period in question.

Should they not meet the criteria for renewal set or fulfil their duties as described herein, the CRIT may decide not to renew the grant.

The CRIT will issue its decision on the renewal of grants before 31 August 2025. All applicants will be duly notified of this decision by email.

## 15. *Data protection*

In compliance with Spanish Organic Law 3/2018, of 5 December 2018, on protection of personal data and guarantee of digital rights, and Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), participants are hereby informed of the following aspects:

### **Data controller**

Fundació per a Universitat Oberta de Catalunya  
Rambla del Poblenou, 154-156, Barcelona, 08018  
Tax ID number (NIF): G60667813

If you have any questions about the processing of personal data, you can contact the data protection officer at the following email address: [dpd@uoc.edu](mailto:dpd@uoc.edu).

### **Purpose of the processing**

Organize, manage and decide on this call for applications for grants co-funded by a research group and the UOC for doctoral theses in lines of research linked to UOC research groups in the doctoral programmes in Society, Technology and Culture; Network and Information Technologies; Education and ICT (E-learning); Humanities and Communication; Health and Psychology; Law, Politics and Economics; Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO); Bioinformatics (interuniversity: UAB, UB, UdG, UdL, UVic-UCC, UPC, URV, UOC), and Business Administration and Management (interuniversity: UPC, UPM, UPCT, UOC) – 2024/2025, (hereinafter "the Activity").

Carry out evaluation and follow-up of the Activity through satisfaction surveys.

Publish the names and surnames of the people benefiting from the Activity on the UOC's [e-Noticeboard](#) and [Doctoral School website](#).

### **Legal basis**

The organization, management and decisions related to the Activity, and the publication of the beneficiaries' persons (names and surnames) on the UOC's e-Noticeboard and Doctoral School website are based on the execution of the contract (the terms and conditions of the call for the Activity).

Legitimate interest in the evaluation and the follow-up of the Activity through statistics and satisfaction surveys.

### **Storage period**

Personal data will be kept for the time needed for the purposes indicated. At the end of the indicated period, the UOC will keep the personal data blocked for the period necessary to comply with the legal obligations resulting from any liability that may arise in relation to the indicated purposes. When these liabilities expire, the personal data will be permanently erased.



### **Security measures in place to protect personal data**

The UOC processes personal data under conditions of complete confidentiality. It has also implemented appropriate technical and organizational measures to guarantee their security and prevent their destruction or unlawful access or tampering. Criteria such as the scope, context and purpose of the processing, the current state of the art and the existing risks have been taken into account when deciding upon these measures.

### **Recipients**

Where necessary, the UOC may disclose the personal data you provide to third parties in order to comply with any applicable legal obligations.

The UOC works with a number of service providers that assist it in performing different tasks related with the processing of personal data.

### **Rights of data subjects**

Data subjects have the following data protection rights:

<b>Right</b>	<b>Definition</b>
Right of access	You can request what personal data is held.
Right to rectification	You can request that the personal data held be rectified when it is inaccurate.
Right to object	You can request that your personal data not be processed for specific purposes.
Right not to be subject to an automated individual decision-making	You can request not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.
Right to erasure	You can request that your personal data be erased.
Right to restriction of processing	You can request that the processing of your personal data be restricted.
Right to data portability	You can request that the personal data held be provided to you in digital format.
Right to lodge a complaint with the supervisory authority	Without prejudice to exercising your rights before the data controller, you can lodge a complaint at any time with the supervisory authority to defend your rights on the <a href="http://www.apdcat.cat">www.apdcat.cat</a> website.

To exercise these rights, send an email to [fuoc\\_pd@uoc.edu](mailto:fuoc_pd@uoc.edu), with "Data Protection" in the subject line, and attach, where necessary, a copy of your identification document, and the minimum content required by the applicable regulations. If the request does not meet the specified requirements, you may be required to amend it. There is no charge for exercising these, but a fee may be charged when requests are unfounded, excessive or repetitive.

### **16. Enquiries**

The UOC provides participants in this call for applications an email address ([phd\\_school@uoc.edu](mailto:phd_school@uoc.edu)) they can write to with enquiries about the terms and conditions, deadlines, and, in general, any aspect covered herein.

### **17. Jurisdiction**

These terms and conditions are governed by the laws of Spain.

Any dispute or litigation arising from these terms and conditions or the grants awarded will be submitted to the courts and tribunals of the city of Barcelona. Applicants and beneficiaries waive any other jurisdiction that may apply to them.

Barcelona, 6 May 2024

Signed: Xavier Vilajosana Guillen  
Vice Rector for Research, Knowledge Transfer and Entrepreneurship

## ANNEX I

In order to process residency permits, the UOC must provide the Spanish Ministry with scanned copies of the following documents by **28 June 2024**:

- **Police record** from all the countries that the candidate has been resident in over the last 5 years. This certificate must have the Hague Apostille and be translated into Spanish by a sworn translator or the Spanish embassy.
- **Medical certificate** certifying that the candidate does not suffer any illness that could have a serious impact on public health, in accordance with the International Health Regulations of 2005. This certificate must be translated into Spanish by a sworn translator or at the Spanish Embassy.
- Spanish insurance history drawn up by Spanish Ministry of Labour and Social Economy (only applies for those who have been contracted under Spanish law).
- Full **passport** (including blank pages) **with over a year before it expires**.

In order to be admitted to the programme, the **bachelor's** and **master's degree certificates in digital format** must be provided by **27 May 2024**.

If the selected candidates still do not possess the master's degree on 27 May 2024, but could fulfil all the requirements to access one of the doctoral programmes before 26 July 2024, they must submit all the documents with the **legalized master's degree certificate**, which can be submitted before 26 July 2024.

- **Bachelor's** and **master's degree certificates**. They must have the Hague Apostille and be translated into Spanish by a sworn translator or the Spanish embassy.

At the time of making the final registration, the candidates must be able to prove they meet the legal requirements.

Candidates must bear in mind that if they wish to bring family members with them they need to present these same documents for each of them (excluding the bachelor's and master's degree certificates). **In addition, the following must be provided: marriage certificate and birth certificate for each child to be reunited.** They must have the Hague Apostille or be legalized through diplomatic channels, as appropriate, and be translated into Spanish by a sworn translator or the Spanish embassy.

**We recommend that all those thinking about applying find out about the procedures required to obtain these documents in the corresponding countries well before the closing date.**

**Take into account that if the UOC does not have all the documents required before the stipulated date, the university cannot be held responsible if the candidate encounters delays in obtaining their visa to enter the country. With this in mind, the UOC cannot guarantee that the grant will remain available.**

**ANNEX II**

**Declaration signed by the leader of the UOC research group**

As lead researcher of the ..... research group, I accept the application submitted by ..... to develop their doctoral thesis within the framework of the project: ....., which they will join if they are finally awarded a predoctoral position in the framework of the *Call for applications for grants co-funded by a research group and the UOC for doctoral theses 2024/2025*.

I also confirm that my group has sufficient budget available to co-fund the total business cost of the three-year predoctoral contract of this candidate, with an amount of €....., corresponding to the following amounts per annuity:

<b>Annuity</b>	<b>1st annuity</b>	<b>2nd annuity</b>	<b>3rd annuity</b>	<b>Total amount</b>
2024 <sup>(1)</sup>				
2025				
2026				
2027 <sup>(1)(2)</sup>				
Total per annuity <sup>(3)</sup>				

*(1) The amount for 2024 will decrease proportionally if they start after 1 October 2024 and will increase for 2027.*

*(2) These calculations do not include the contractual settlement costs to be included in the cost of the last year of the grant and therefore 50% of these would have to be funded from the corresponding research group.*

*(3) These costs are calculated based on the actual cost of the current grants, any future increase would imply an increase in these costs.*

Signed:

[Name and surname]  
Leader of the ..... research group