

**Call for grant applications for grants co-funded by a research group and the Universitat Oberta de Catalunya (hereinafter “UOC”) 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, Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO), Bioinformatics (interuniversity: UAB, UPC, UdG, UdL, UOC, UVic-UCC), Business Management (interuniversity: UPC, UPM, UPCT, UOC), and Law, Politics and Economics– 2022/2023.**

**Resolution of 19 Abril 2022 whereby the Vice President for Strategic Planning and Research invites applications for grants co-funded by a research group and the UOC to undertake doctoral theses in the doctoral programmes in Society, Technology and Culture, Network and Information Technologies, Education and ICT (E-learning), Humanities and Communication, Health and Psychology, Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO), Bioinformatics (interuniversity: UAB, UPC, UdG, UdL, UOC, UVic-UCC), Business Management (interuniversity: UPC, UPM, UPCT, UOC), and Law, Politics and Economics within the framework of the Statute for Research Staff in Training.**

The Vice President for Strategic Planning and Research, exercising her authority in terms of training researchers, hereby invites applications for UOC co-financed grants 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, Tourism (interuniversity: UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO), Bioinformatics (interuniversity: UAB, UPC, UdG, UdL, UOC, UVic-UCC), Business Management (interuniversity: UPC, UPM, UPCT, UOC), and Law, Politics and Economics for research staff undertaking pre-doctoral training, within the framework of Spain's Law 14/2011 of 1 June 2011, on Science, Technology and Innovation and Law 14/2013, of 27 September 2013, on Support for Entrepreneurs and their Internationalisation.

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

### **1. Aim of the call for applications**

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

## **2. Programme structure**

- I. The UOC grant programme for doctoral theses is regulated by Spain's Law 14/2013, of 27 September 2013, on Support for Entrepreneurs and their Internationalisation, and Law 14/2011 of 1 June 2011, on Science, Technology and Innovation.
- II. In accordance with Article 21 of Law 14/2011, UOC grant holders will sign a one-year predoctoral contract, renewable for a maximum of three years. Renewal of this contract requires a favourable report from the programme's Academic Committee and the UOC Research Grants Selection and Evaluation Committee, which assess whether the training and research objectives agreed to by the grant holder are met in the period established.
- III. The predoctoral contract will be terminated at the end of the three-year period, if the annual assessment of predoctoral research staff is not passed, when the doctoral degree is awarded (even if the term of the contract has not concluded), or for any other cause covered by law.

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

- I. Being awarded a grant requires the signing of a one-year predoctoral employment contract, renewable annually, for a gross annual amount of €17,000, which will be taxed in accordance with the legislation in force. This amount will be paid in twelve [12] monthly payments via bank transfer to the account indicated by the trainee researcher. The payments will be made once the employment contract is started.
- 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 qualification certificate only if the thesis has been deposited before the end of the third year of the research grant. 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 third year of the research grant, and so long as the student has obtained the highest academic grade at the thesis defence. This payment will be made to the beneficiary along with the final instalment of the grant for that year.
- IV. All the beneficiaries must take into account that the month of August shall not be counted, on considering it to be outstanding, and the evaluation process can take two months to carry out.

## **4. Requirements**

- I. The potential beneficiaries of a UOC grant co-funded by a research group at the UOC for doctoral thesis include individuals who, at the time of submitting an application, fulfil the access requirements for the organised research period on a doctoral programme at the UOC.

The specific requirements of each doctoral programme can be consulted on the [website](#) of the UOC Doctoral School (section [Call for Applications / General requirements and Admission requirements](#)).

- II. The potential grant recipient must have a minimum average academic mark 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 directed at one of the University's research groups.
- IV. The researcher supervising the thesis must be a UOC staff member who belongs to a UOC research group and must be the lead researcher or a member of the research project, research or transfer agreement or contract that the potential grant recipient is joining or is linked to.
- V. In order to be eligible for the grant, the research group in which the candidates will do their thesis must prove that it has a sufficient budgetary availability to co-finance during all the three [3] years contract (the amount to be co-funded is the company cost of the grant). For this reason, they must present a statement signed by the leader of the research group accrediting this circumstance. (See section 5. Documentation to be presented).

Candidates who apply and do not meet this requirement will be automatically rejected from this call.

As a preliminary step to the evaluation of the application, the UOC's Research and Innovation Area (ARI) will validate the content of this document. In the event that the content of the research group's statement cannot be confirmed by the ARI, the application submitted will be automatically discarded from this call.

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

## **5. Documentation to be presented**

The period for submitting applications and the required documentation for candidates runs from **16 May 2022 to 29 May 2022**.

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\_2022 - CandidateName**". The following documents must be attached to the application in electronic format:

- ID card (DNI/NIE) or passport.
- **Signed application form**
- **Attached document** (CV, thesis objectives and thesis work plan)
- **The academic record of the bachelor's and master's degree studies** must show the date on which the degree was obtained and the average mark on a scale of 0-10 (originals and certified copies are not required at this stage). In the event that the academic record of the bachelor's or master's degree studies is not expressed as a mark of 0-10, the academic records must be submitted along with the calculated equivalence statements, in accordance with the current resolutions of the Ministry of Education and Vocational Training on the equivalence of average marks, which are available at this link.

(<<http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/20/203615/ficha.html>>).

- Applicants who have completed all or part of their bachelor's, *licenciatura*, engineering, architecture, diplomatura or master's degree studies 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 Ministry of Education and Vocational Training on the equivalence of average marks, which are available at this link. (<<https://www.educacionyfp.gob.es/en/servicios-al-ciudadano/catalogo/general/20/203615/ficha.html>>).
- **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 a sufficient budget to co-finance all the three [3] years contract, specifying the name of the internal or external project in which will be assigned. (*See Annex II*).

As a preliminary step to the evaluation of the submitted application, the UOC's Research and Innovation Area (ARI) will validate this document.

Any proposal that does not meet the formal requirements (minimum mark 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 rejected.

**Once the final decision has been published, grant recipients should** immediately apply for admission to the desired programme via the programme website, if they have not done so previously.

On the day that the final decision is published, grant recipients must send the documentation required for admission to the doctoral programme in the section *Procedures / For admission to a doctoral programme / How to apply for access*.

- It is necessary to send the documentation specifically requested for each doctoral programme, which can be consulted on the UOC Doctoral School's website, in the Call for applications section. When sending the documentation, add the keyword #PRIORITY.
- It is necessary to send the **Application form** found on the Virtual Campus, in the section Procedures / For admission to a doctoral programme / How to apply for access.
  - Application form doctoral programme in Business Administration and Management (UPC, UPM, UPCT, UOC)
  - Application form doctoral Programme in Society, Technology and Culture
  - Application form doctoral programme in Network and Information Technologies
  - Application form doctoral programme in Education and ICT (e-learning)
  - Application form doctoral programme in Bioinformatics (UAB, UPC, UdG, UdL, UOC, UVic-UCC)
  - Application form doctoral programme in Humanities and Communication
  - Application form doctoral programme in Tourism (UMA, UA, UCA, UCM, UEX, ULL, Nebrija, UOC, URJC, USC, US, UVIGO)
  - Application form doctoral programme in Health and Psychology.
  - Application form doctoral programme in Law, Politics and Economics.

- The academic records of bachelor's, *llicenciatura* or equivalent degree studies: bachelor's and master's degree records. The date the degree was obtained, and the average mark must be stated (originals or certified copies are not required at this stage, only the digital documents). Those who will complete the master's degree in June may submit the enrolment form.
- Applicants who have completed all or part of their bachelor's, *llicenciatura*, engineering, architecture, *diplomatura* or master's degree studies in 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 Ministry of Universities on the equivalence of average marks available at this [link](#).
- Where applicable, a copy of the supporting documents corresponding to exceptional circumstances.

## 6. Selection and Evaluation Committee

- I. The UOC Research and Innovation Committee (CRI) is responsible for evaluating and selecting candidates from a UOC research group who have submitted applications for this call.

The Research and Innovation Committee will assess the candidates in accordance with the **prioritization criteria** established for each edition of this Call, and described in clause seven [7]. Selection criteria.

- II. The criteria expressly described in these rules will be the only elements considered in the assessment of the candidates. No requirement and/or circumstance not expressly provided for will be assessed or may be submitted within a claim process.

No other personal or individual circumstance of the candidates may be taken into account in the assessment or used as the basis of a claim against provisional awards, decisions and/or assessments made by the Committee.

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

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

- III. The Committee will decide upon the awarding of grants in a single session, in accordance with the selection criteria established in clause seven [7] of this call.
- IV. The Committee may, if it deems it necessary, request the necessary information from the candidates to suggest, expand and / or modify the initial project proposal submitted.
- V. The Committee reserves the right to declare the scholarships vacant and is competent to resolve any issue not expressly regulated in these rules

## 7. Selection criteria

- I. To assess the applications, the Committee 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 transcript).
  2. The assessment of the UOC research group that the potential grant recipient will join.
  3. The UOC's science policy.

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

- 1) Weighted average mark of the **academic record** of the potential recipient submitted by a UOC research group (**maximum four [4] points**).
  - 1.1. The average mark for the bachelor's degree studies or equivalent qualification is worth 80%.
  - 1.2. The average mark 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 mark for the bachelor's, official *licenciatura* or engineering or architecture degree studies is worth 100%.
- 2) The assessment of the **UOC research group** that the potential grant recipient will join (**maximum three [3] points**).

The research and innovation (R&I) activity of the research group will be assessed in accordance with the following:

  - 2.1. Up to a maximum of ten [10] points will be awarded if all the members of the group (only taking into account UOC members) have an active six-year research period or equivalent status (Catalan Institution for Research and Advanced Studies - ICREA, European Research Council - ERC, accredited and recognized international excellence). In the event that there are no members with any such status active, the score is 0 points. In all other situations, a proportional score will be applied (9 points if 90%, 8 if 80%, and so on).
  - 2.2. Up to a maximum of ten [10] points will be awarded for the social impact of the research measured by the number of doctoral degree holders contributed to society. As such, supervisors of theses that have been defended in the last ten years will be taken into account. 10 points will be awarded if all members of the group (only taking into account UOC members) have supervised a thesis in this period and 0 points if no member has done so. In all other situations, a proportional score will be applied (9 points if 90%, 8 if 80%, and so on).
  - 2.3. Up to a maximum of ten [10] points will be awarded for obtaining projects in competitive calls. Only UOC projects in which they act as a research member or lead researcher or those in which they lead a work package of an international project (such as Erasmus+ or Horizon Europe) will be taken into account.

Ten [10] points will be awarded if all members of the group (only taking into account UOC members) have led projects under the above terms and zero [0] points if no member has done so. In all other situations, a proportional score will be applied (9 points if 90%, 8 if 80%, and so on).

The assessment 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 the GIR will not be considered.

3) The UOC's **science policy (maximum three [3] points)**.

The score for research contracts or agreements will be awarded on the basis of the following criteria:

- Three [3] points: If the lines of research of the project that the applicant will join correspond to any of the following UOC priority lines of research: **Network Society, e-Learning Research and Digital Health**. For this prioritization, only the project's line of research will be taken into account, regardless of whether the research group that the applicant will join belongs to a faculty or to one of the UOC's research centres.
- Two [2] points: If the lines of research of the project that the applicant will join correspond to the **priority lines of research of the UOC's current strategic plans**.
- Zero [0] points: If the lines of research of the project that the applicant will join do not meet any of the above criteria.

## II. Calculation of the final score

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

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

Where:

- A** is the average mark for *llicenciatura*, bachelor's or *diplomatura* degree studies (0-10)
- B** is the average mark for the master's degree studies (0-10)
- C** is the assessment of the research group that the applicant will join (0-3)
- D** is the assessment of the science policy (0-3)

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

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

The final score is given on a scale of 0 to 10.

The rules for applying the selection are as follows:

- Applicants will be ranked according to their score.

- The score criteria will be applied using data from the last day of submitting applications.
- If two applicants have the same score, the applicant with the higher average A mark will have priority.

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

The provisional selection of the candidates approved for the grant will be published on the UOC's e-Tauler website and the UOC's Doctoral School on **6 June 2022**. Notification will be made by means of an email sent to the candidate's address given in the application and publication of the provisional selection on the programme website.

### **9. Appeals**

- I. All applicants will then have a period for appeals starting from 7 June 2022 **until 9 June 2022**.

**Appeals should be sent to the UOC Research and Innovation Committee (CRI), as a formal letter, through the [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu).**

- II. The UOC Research and Innovation Committee (CRI) 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-Tauler website and the UOC's Doctoral School before **16 June 2022**.

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

- I. The beneficiaries must formally accept the grant within a maximum period of ten [10] days after the final decision by signing a standardized document and submitting the corresponding documentation.

Any beneficiary who does not submit the acceptance of the grant mentioned above within the period stated in the previous paragraph will be considered to have waived the grant.

- II. The selected candidates must be able to present, before **25 July 2022**, the documents listed in Annex I of this document.
- III. In the event of resignation of any of the beneficiaries, the place will be awarded in descending order to the person who has obtained the highest score and who is on the waiting list, until 1 November 2022.
- IV. From the date mentioned above, and in the event that the predoctoral positions where there have been resignations have not been filled with the people on the waiting list, the UOC will publish an extraordinary call.

### **11. Terms and Conditions of Grants**

- I. The grants awarded are subsidiary to any other equivalent grants from public or private institutions. Therefore, grant-holders will be obliged to apply for equivalent grants from those public or private institutions deemed appropriate by the UOC. The status of research intern with a UOC grant is incompatible with any contractual or statutory commitments that may restrict researchers' abilities to devote themselves fully to research. Nevertheless, the UOC management and the doctoral programme may consider requests to carry out

teaching activities (giving courses, presentations, speeches, etc.), collaboration on RDI work or contracted RDI work directly related to the training and research undertaken by the research intern, so long as they are occasional and not regular activities. These activities may not take up more than 60 hours per year.

- II. If the research intern receives remuneration from any of the activities mentioned above, this may not exceed 30% of the gross annual sum of the grant.
- III. If the teaching activity takes place at the UOC, the research interns will not receive any remuneration additional to the amount paid by means of the grant.
- IV. The length of the contract will be extended to cover any period of temporary incapacity, risk during pregnancy or breastfeeding, maternity, paternity, adoption or foster care. The same is true for any other situation covered by law.
- V. Trainee research staff will develop their research activities on the Doctoral School premises, wherever these may be. The predoctoral contract for the doctoral programmes –that is, the grant–, will begin on 1 October 2022 and in accordance with the provisions of clause three [3] of this call the research interns should join the University centre by 1 October 2022. The start date for non-Spanish students depends on when they receive the permits and documents required to sign the contract.
- VI. 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 2022: Census Registration in Spain, valid DNI/NIE (Spanish Identity Document/Foreigner Identity Number), Spanish Social Security Number, Spanish bank account number. If the intern cannot provide the documents before 20 September 2022, they will lose their right to the grant.
- VII. The research intern expressly authorizes the UOC to make whatever use it deems appropriate of the findings and reports submitted for the grant application or to justify the work carried out (except their publication) and to undertake whatever proceedings may be necessary with the individuals or institutions that may be partially or fully funding the grant awarded.
- VIII. However, in accordance with Law 14, of 27 September 2013, on Support for Entrepreneurs and their Internationalization, they 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 Intellectual Property Act, approved by Royal Legislative Decree 1/1996 of 12 April 1996.

## **12. Rights of trainee research staff**

Without being exhaustive in nature anyone receiving a grant has the right to:

- Obtain the necessary support from the UOC to carry out their research activities.
- Use the services of the UOC and take part in their activities as a whole in accordance with internal regulations.
- Participate in UOC calls for applications for grants.
- Exercise 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 Legislative Decree 1/1996 of 12 April 1996, and the UOC's internal Intellectual Property regulations
- Receive the funding described in clause three [3] "Grant amount and form of payment" of this call.

- If budgetary provisions allow, recover the grant in the event of interruptions caused by force majeure.
- Carry out teaching activities, collaborate on RDI work or undertake contracted RDI work subject to the prior authorization of the management of the doctoral programme and in accordance with the requirements set out in this document, and in the current internal intellectual property regulations.
- Make research visits to other centres. In each case, the management of the Doctoral School and the doctoral programme will decide on whether these visits are appropriate and whether this will involve temporarily suspending the grant and hence stopping payments.
- The length of the contract will be extended to cover any period of temporary incapacity; high risk pregnancy; maternity, adoption or foster care; risk during breastfeeding or paternity.
- Full payment of the corresponding grant will be maintained during both the interruption and the recovery period. The extension period will correspond to the amount of time of the interruption.
- Beneficiaries of grants who are non-resident in Spain when the grant is awarded will be entitled to a return journey from/to their country of origin. This journey should be taken in one of the official holiday periods during the grant and is subject to prior authorization from the management of the Doctoral School and the doctoral programme. The journey request may only be sent via JIRA Support 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 may only be sent through the GIR Researchers' site. Log in to the link "*Presentació de sol·licitud*" in the call's file.  
Once the application has been completed on the GIR tool, the applicant must send a message to the address [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu) notifying their request.  
The grant 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 shall be received in the form of a single payment on the FUOC payroll and shall be subject to the withholdings established in applicable regulations.

### **13. Obligations of trainee research staff**

Without being exhaustive in nature, and in all cases in line with the provisions of Law 14, of 27 September 2013, approving the Support for Entrepreneurs and their Internationalization, grant beneficiaries have the obligation to:

- Carry out the research work in accordance with the criteria established by the management of the Doctoral School and the doctoral programme and the Research Group Coordinator from the UOC assigned to the programme.
- Study and pass the training activities included in the personal Training Plan.
- Carry out regular research at the Doctoral School facilities 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.
- Apply for Grants for the recruitment of early-stage research staff (FI). The beneficiaries of these grants will receive the salary stipulated herein, and will need to renounce the UOC grant.
- In any written documents deriving from the research work undertaken, state their affiliation to the University with the expression "With the support of a doctoral grant from the UOC".
- In addition to the training activities that are a required part of the doctoral programme: attend and participate in the doctoral and group research seminars, and attend and take

advantage of the research seminars, workshops and other activities organized by the UOC for research personnel, as well as any initiatives organized or facilitated by the UOC to enhance their training or to promote their integration in the university community and the host country.

- Integrate in the scientific 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 State 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.
- Notify 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.
- Accept 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 research intern having to accept lower remuneration.
- Request permission through the means established for this from the management of the Doctoral School and the doctoral programme to undertake research stints at other centres.
- Notify the management of maternity or paternity leave to adopt or foster children or any disability leave.
- Accept any obligations incumbent upon them as a result of being covered by the Social Security system.
- Abide by the internal regulations of the UOC, especially employment conditions and health and safety regulations.
- Adopt an attitude and conduct commensurate with the values of a culture of peace and democracy.
- Respect the ethical implications of the research activity being carried out.
- Comply with the objectives and requirements for remaining on the doctoral programme, established in accordance with the applicable academic regulations.
- Comply with the regulations governing the rights and obligations of students at the UOC, the Charter of Commitments for accessing and using the virtual campus, the rules governing the organization and operation of the UOC, and the rights and obligations in the Charter of Commitments for doctoral students, all of which have been established in accordance with the applicable academic laws.
- UOC grant holders will be located in one of UOC's buildings in Barcelona or Castelldefels.
- Non-EU foreigners who want to travel or carry out a research stay in which they must remain outside the country for more than 6 months, must previously contact Personnel at [persones@uoc.edu](mailto:persones@uoc.edu) to receive information and support on the procedure and the necessary documentation.
- Provide to the UOC, before **25 July 2022**, the necessary documents (Listed in Annex I) to undertake the process for residence permits, and in accordance with the provisions of clause ten [10] of this call
- The admission documents must be provided before **25 July 2022**, and in accordance with the provisions of clause five [5] of this call. If the candidate does not provide the documents requested on time, the University cannot guarantee the starting date of the contract of 1 October 2022
- Enjoy their holidays during the natural year, like the UOC staff. If the PhD student does not apply for their holidays, these days will be lost and irrecoverable. They will not then be paid in the final payslip.  
The holidays must be accepted by the Doctoral School management before enjoying them and must be applied for through the Endalia tool.
- Adhere to the conditions and obligations set forth in this document, and all applicable internal regulations

Should any of these obligations not be fulfilled, the UOC Research and Innovation Committee will be entitled to revoke the grant.

#### **14. Renewal**

In order to renew the grant, the beneficiary will need to present the following documents 30 days before the end of the grant period:

- The application form for renewing the grant provided by the programme.
- An explanatory report which, in accordance with the model provided by the programme, describes the research undertaken thus far, the results obtained and, if applicable, the results of any teaching activities, collaborative RDI work or contracted RDI work carried out. If beneficiaries submit as research articles any papers or presentations that have been accepted for a congress or scientific meeting, but which have not yet been published or presented, they will need to provide a declaration of their commitment to participate in the congress or event in question.
- Updated report of the project to be carried out.

The Academic Committee of the programme will make public the criteria for renewing the UOC 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 research interns affected.

In any case, the programme's Academic Committee and the UOC Research and Innovation Committee 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 UOC Research and Innovation Committee may decide not to renew the grant.

The UOC Research and Innovation Committee will issue its decision on the renewal of grants before 31 August 2023. All applicants will be duly notified of this decision by email.

#### **15. Data protection**

In fulfilment of Organic Law 3/2018, of December 5, on protection of personal data and guarantee of digital rights and of Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter "GDPR"), we hereby inform the participating persons of the following aspects.

##### **Data controller:**

Fundació per a Universitat Oberta de Catalunya  
Avinguda del Tibidabo, 39-43, Barcelona  
National tax ID number (NIF) G60667813

In the event of having questions about the handling of personal information, you can contact the Data Protection Officer at email address [dpd@uoc.edu](mailto:dpd@uoc.edu).

##### **Purpose of the processing:**

Your personal data will be processed with the aim of organizing, managing and resolving the present Call for grant applications for doctoral theses in doctoral programme in Society, Technology and Culture, doctoral programme in Network and Information Technologies,

doctoral programme in Education and ICT (E-learning), doctoral programme in Humanities and Communication, and doctoral programme in Health and Psychology – 2022/2023, (hereinafter "the Activity").

Carrying out an assessment and a follow-up of the activity through statistics and satisfaction surveys related to this activity.

Publishing the first names and surnames of the people benefiting from the Activity on [the UOC's e-Tauler website](#).

**Legitimacy:**

The management of the grant, and the publication of the beneficiary persons are based on the execution of the contract (the bases of the call for the Activity).

Legitimate interest in the evaluation and the follow-up of the activity through statistics and satisfaction surveys related to this activity.

**Conservation terms:**

The personal data will be kept during the time for which the present call is carried out. At the end of the indicated period, the UOC will keep the personal data blocked during the period necessary to comply with the legal obligations that could generate legal responsibilities regarding the indicated purposes. When the responsibilities expire, the personal data will be permanently eliminated.

**Recipients:**

If necessary, the UOC will disclose the personal data you send us through this form to other third parties in order to comply with any corresponding legal obligations.

Likewise, the data provided may be transferred if this is expressly established in the rules of participation of the Activity.

The UOC has several providers that assist it in carrying out different tasks related to the processing of personal data.

**Rights of interested parties:**

You have the following data protection rights:

<b>RIGHT</b>	<b>Definition</b>
Right of access	Check what personal data is held.
Right of rectification	Modify personal data held when inaccurate.
Right of opposition	Request that personal data not be processed for some specific purposes or not be subject to automated individual decision-

	making, including profiling.
Right of suppression	Request that personal data be deleted.
Right of limitation	Request that the processing of personal data be limited.
Right of portability	Request that the information available be delivered to them in a computer format.
Right to lodge a complaint with the competent authority	File a claim. Without prejudice to the exercising of their rights before the controller, at any time they may lodge a complaint with the competent authority to defend their rights through the website <a href="http://www.aepd.es">www.aepd.es</a> .

To exercise such rights, send an email to [fuoc\\_pd@uoc.edu](mailto:fuoc_pd@uoc.edu) , with the reference "Data Protection". The application shall contain a copy of your identification document, as well as minimum content provided for in the applicable regulations. If the application does not meet the specified requirements, you may be required to amend it. The exercising of these rights is free, although a fee may be charged when applications are unfounded, excessive or repetitive.

#### **16. Reply to inquiries**

The UOC makes available to participants in this call an email address for inquiries regarding the conditions of participation, deadlines, and, in general, all aspects regulated in these rules: [internal\\_grants\\_ri@uoc.edu](mailto:internal_grants_ri@uoc.edu) .

#### **17. Jurisdiction**

These conditions are governed by the laws of Spain.

Any dispute or litigation arising from these rules and 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, 13 May 2022.

Signed: Marta Aymerich Martínez  
 Vice President for Strategic Planning and Research

## ANNEX I

In order to process residency permits, the UOC must provide the Spanish Ministry with scanned copies of the following documents by **25 July 2022**:

- **Police record** from all the countries that the candidate has been resident in over the last five years. This certificate must have the Hague Apostille and be translated into Spanish by a sworn translator or at 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 *Ministerio de Empleo y Seguridad Social* (only applies for those who have been contracted under Spanish legislation).
- Full **passport**.(including blank pages).

In order to be admitted to the programme, the **bachelor's** and **master's degree certificates in digital format** must be provided by **25 July 2022**.

They must submit all the documents **with the legalized** master's degree, which can be submitted before 25 July 2022. The type of legalization depends on the country issuing the document; this information can be consulted on the Virtual Campus at [Procedures/For admission to a doctoral programme](#).

- **Bachelor's and master's degree certificates. They must have the Hague Apostille or be legalized through diplomatic channels, as appropriate and be translated into Spanish by a sworn translator or at the Spanish Embassy.**

At the time of making the final registration the candidates must be able to prove the legal access 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 at 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 pre-doctoral position in the framework of the *Call for applications for grants co-funded by a Research group and the UOC for doctoral theses 2022-2023*.

I also confirm that my group has sufficient budget available to co-fund the total company cost of the three-year pre-doctoral contract of this candidate, with an amount of €.....

Signed:

Name and surname

Lead researcher of the research group .....