

**CALL FOR APPLICATIONS FOR REGISTRATION GRANTS
RELATING TO JOINTLY SUPERVISED DOCTORAL PROGRAMMES
2024-25 ACADEMIC YEAR (2024MEDEC)**

Commission on Scientific Policy and Transfer of URV, November 29, 2024.

1. Object

The aim of this call for applications is to award grants to fund the registration fees for jointly supervised doctoral programmes, as established annually in the Catalan Government Decree that specifies the cost of academic services, for those PhD students who have started their doctoral studies in an institution abroad previously.

2. Beneficiaries

These grants are intended for:

Doctoral students registered during the 2023-2024 or 2024-2025 academic years on a doctoral programme at a foreign university who, at a given point during their studies, will be jointly supervised at the URV and who therefore have to register for the first time as a full-time student on a doctoral programme at the URV.

The beneficiaries of these grants must comply with the access and admission requirements specified in the Academic and Registration Regulations for Doctoral Degrees for the 2024-25 academic year and be in a position to register during the periods specified in the calendar.

3. Grant conditions

The award will cover the cost of academic tuition for the first academic year of the doctoral degree and for the three subsequent academic years (to be taken consecutively) provided that the beneficiary passes the annual doctoral programme evaluation. The student will have to pay the corresponding administrative fees and compulsory insurance and for any bridging courses, if the latter have been stipulated by the doctoral coordinator. If the PhD student applies for a temporary leave in the PhD programme due to personal reasons in the period of this grant, grant will not cover the academic year/s tuition fees, and it will be the PhD candidate who will have to pay. These academic years will count for the total four consecutive years of this grant.

The number of grants is determined by the funds assigned by the University for this purpose. This will be specified in budget item 87.SB.00.13.00. These grants are funded by a maximum amount of 5.000 euros. The vicerectorate may increase this amount if convenient once the previous amount is spent.

The number of awards on offer may be increased through other funds proposed by the academic committee of the doctoral programme provided that this is done in accordance with the procedure established for this purpose and that the amount of money for each grant is the same as the amount established in point 3 of this call for applications.

4. Presentation of applications

Students who wish to apply for an award must present their application using the official template (see Annex 1). The application must be addressed to the Doctoral School.

After sending the application form, duly completed and signed, by means explained in next paragraphs, you must send the following documentation to futurs.investigadors@urv.cat (scanned or original electronic document):

- Photocopy of current identity document (passport or DNI)
- Photocopy of current document accrediting registration on a doctoral programme at a foreign university
- Joint supervision commitment (Annex 2)
- CV
- Letter of motivation
- Academic transcript for a bachelor's or master's degree or the academic transcript of the foreign qualification that demonstrates a level of training equivalent to an official Spanish university master's degree and that allows the holder to access a doctoral programme in the issuing country.

In case of not receiving these documents, the application will be rejected.

The period for presenting applications will run from December 2, 2024 until April 14, 2025 (or before if the number of grants available is exhausted before this period expires).

The periods for presenting applications for each of these periods are as follows:

- For the **first** period: from 2/12/2024 to 10/02/2025
- In case of not exhausting the resources before first period, at the **second** period: 24/02/2025 to 14/04/2025

The application form and the documentation must be presented to the General Registry of the Universitat Rovira i Virgili (c/ de l'Escorxador, s/n, post code 43003, Tarragona) or at any of the auxiliary registries of the URV. The locations and opening hours of the URV's General Registry and auxiliary registries can be found at <https://seuelectronica.urv.cat/registre.html>

The application form and the documentation may also be presented via the URV's Online Registry provided the student has the necessary valid certificates. For more information on these certificates, go directly to the URV's Online Office at <https://seuelectronica.urv.cat/certificats.html>. To access the URV's Online Registry, go to [this link](#).

Finally, the documentation may be presented in accordance with article 16 of Law 39/2015, of 1 October, regarding Public Administrations and the Common Administrative Procedure. If you choose this option, we recommend you to inform the Postgraduate and Doctoral School of this via futurs.investigadors@urv.cat.

5. Processing and awarding of applications

Applications will be processed by the Director of the Doctoral School. The grants will be awarded by the doctorate and CRAI Vice-Rector.

6. Selection procedure

The Doctoral School (ED) will publish the provisional list of candidates who have been admitted or excluded during each period. Once the provisional list has been published, candidates will have 10 working days to make any necessary amendments to their applications. After the ten days have expired, the definitive list of admitted and excluded candidates will be published.

Candidates will be prioritized on the basis of the weighted average grade of the academic transcript required in point 4 of the present call for applications.

On the basis of the definitive list, the Doctoral School will make a proposal regarding which candidates should be awarded the grants. This proposal will be passed onto the Vice-Rector for doctorate and CRAI.

Each grant must state the name of the beneficiary, the amount of the grant, the conditions that the candidate has to comply with and the funding source from which the grant will be paid.

The list of successful candidates will be published on the [website](#) of the Doctoral School, in accordance with the calendar. The website will also contain information for any candidates who wish to appeal against the outcome of the process.

Once the final assignation of the awards has been published, the successful candidates will have ten calendar days to confirm whether they wish to accept the award or not. To do this, they must use the template in Annex 3. If confirmation from the successful candidate is not received within this period, it will be understood that they do not wish to receive the award.

7. Payment of the grant

When registering for the doctoral degree, the beneficiaries will be exempt from paying the academic tuition fees. This exemption will be applied to the total cost of registration for the doctoral programme.

Each academic year the Doctoral School will directly transfer the amount corresponding to the registration fees to the URV Academic Management Service. The student will only have to pay the corresponding administrative fees and compulsory insurance and for any bridging courses, if the latter have been stipulated by the doctoral coordinator. In the case of the student had paid the tuition fees in the 2024-25 academic year, this payment will be returned to the student and the MEDEC call will pay the tuition fees.

The grant does not cover the fee for depositing the doctoral thesis (Doctoral Exam) or the fee for the issuance of the doctoral degree certificate.

8. Obligations of the beneficiaries

As doctoral students, the candidates who are awarded grants must meet the academic requirements stipulated by the Academic and Matriculation Regulations governing Doctoral Degrees and they will have to register in the doctoral programme in the academic year 2024-25 in the corresponding registration period.

At the end of each academic year students must receive a positive evaluation for their Doctoral Student Activities Document and Research Plan in order to receive the award for the subsequent academic year.

The beneficiaries must acknowledge the support that they have received in their doctoral theses. Besides, the beneficiaries must sign the scientific works published from the work in the doctoral studies in the name of URV, as well as the name of the other institution in the joint doctorate agreement.

9. Termination

Students who fail to comply with these requirements or who falsify any information will have their award terminated.

The grant will also be terminated if the two universities do not sign the joint supervision agreement or if the agreement has expired when the thesis is deposited.

If the grant is terminated, the beneficiary must pay the fees from which he/she has been exempted.

10. Incompatibilities

This grant is incompatible with any other grant or award that has similar characteristics or that is intended for the same purpose. It is also incompatible with any other grant or award to undertake activities that, in the opinion of the Office of the Vice-Rector

responsible for research, would prevent the student concerned from dedicating himself/herself exclusively to the doctoral degree. This provision does not include mobility grants to enable the student to travel to seminars and conferences or to undertake research visits at other institutions because such grants are considered complementary to the student's doctoral studies and are intended solely for the purposes of student mobility.

These grants are incompatible with any other grant for trainee predoctoral researchers or any other grants or awards aimed at doctoral training that include academic tuition in URV.

Students who receive another grant or award with the same characteristics or a grant or award that prevents them from dedicating themselves exclusively to their doctoral studies must submit the corresponding renunciation in writing.

Any other potential case of incompatibility that is not covered by the present conditions will be evaluated and resolved by the Office of the Research Vice-Rector.

11. Additional provision

The CDE must interpret the regulations governing these awards. In case of doubts or contradiction in the translated basis of the call, the Catalan basis will prevail.

11. Calendar

The calendar for the awarding of the grants for jointly supervised doctoral degrees is as follows:

Approval of the call for applications (CPCT)	29 th November 2024	
Dissemination of the call for applications	From 31 st November 2024	
Overall period for presenting applications	From 2 nd November 2024 to 14 th April 2025	
	First period	Second period
Presentation of applications for each of the three periods	From 2/12/2024 to 10/02/2025	From 24/02/2025 to 14/04/2025
Publication of the provisional list of applications	17/02/2025	21/04/2025
Period for making amendments to applications (10 working days)	Until 4/03/2025	Until 6/05/2025
Publication of the definitive list of applications	7/03/2025	12/05/2025
Publication of the list of successful candidates	14/03/2025	16/05/2025



Period for beneficiaries to renounce or withdraw from awards	Until 28/03/2025	Until 30/05/2025
Registration periods for the doctoral programme at the URV	From 31/03/2025 to 10/04/2025	From 2/06/2025 to 13/06/2025 (3 rd phase)
Registration outside the official period (surcharge applied)	Until 13/06/2025	-

ANNEX 1

APPLICATION FORM FOR REGISTRATION GRANTS RELATING TO JOINTLY SUPERVISED DOCTORAL PROGRAMMES FOR THE 2024-25 ACADEMIC YEAR (2024MEDEC)

PERSONAL INFORMATION			
Name:		First surname:	Second surname:
Identity card/Passport number:		Address for written correspondence:	
Post code	Town/City of residence:	Country:	Telephone:
Email:			
I STATE			
That I am currently studying the (name of doctoral programme):			
at the (name of the foreign university):			
And that I am eligible to register during the 2024-25 academic year for the URV doctoral programme (name of doctoral programme):			
under the system of joint supervision.			
Full name of the supervisor of the doctoral thesis proposed at the URV:			
Brief summary of the candidate's doctoral thesis proposal:			
I REQUEST			
A registration grant at the URV in order to study for the jointly supervised doctoral degree.			

_____, _____ 20

[Signature of the interested party]

Basic information on data protection	
Officer	Universitat Rovira i Virgili
Purpose	To administer the calls for applications for registrations grants relating to jointly supervised doctoral programmes, as established annually in the Catalan Government Decree that specifies the cost of academic services.
Legal basis	Consent of the interested party.
Recipients	No transfers of private data to third parties are envisaged.
Rights	You have the right to access your data, rectify it, remove it, request that it be transferred, and oppose its handling and to restrict its processing.
Further information	Additional and detailed information about Protection of personal data can be found on this link .

ANNEX 2

**JOINT SUPERVISION COMMITMENT FOR THE 2024-25 ACADEMIC YEAR
(2024MEDEC)**

The undersigned declare their willingness and commitment to jointly supervise the doctoral thesis of

(Full name of the doctoral student)

And they agree to initiate the corresponding procedures for the signing of the joint supervision agreement between the and the Universitat Rovira i Virgili.

Place:

Date:

Place:

Date:

Thesis supervisor
at the foreign university

Thesis supervisor
at the Universitat Rovira i Virgili

ANNEX 3

**ACCEPTANCE OF THE REGISTRATION GRANT FOR JOINT DOCTORAL SUPERVISION
2024-25 ACADEMIC YEAR (2024MEDEC)**

I, [Full name], holder of identity document number [...], accept the registration grant for joint doctoral supervision (2024-25 call for applications) for the Doctoral Programme in [...] at the Universitat Rovira i Virgili.

I understand the conditions of the registration grant for joint doctoral supervision, 2024-25, and I agree to:

- Present all the access and admissions documentation within the period specified by the 2024-25 Academic and Registration Regulations governing Doctoral Studies (NAM).
- Register full-time for each academic year within the period specified by the 2024-25 NAM until I have defended my thesis.
- Register for the doctoral programme before the corresponding deadline.
- Complete the training activities offered by the doctoral programme.
- Inform the Doctoral School if I am awarded any other grant or award.
- To sign the publications derived from de Doctoral Thesis as doctoral students of the URV and the university agreed, as well as mention the supervision aids of the URV in the gratitude.

I also agree to pay the URV any registration fees from which I have been exempted if I fail to comply with any of the present conditions, if I abandon my studies, if I do not pass the evaluation by the academic committee of the doctoral programme or if the joint supervision agreement between the two universities has expired when I deposit my thesis.

_____, _____ 20__

[Signature of the interested party]

Send a scanned copy to futurs.investigadors@urv.cat at the latest by 28/03/2025 (for the grants awarded during the first period) or by 30/05/2025 (for the grants awarded during the second period) and present the original to the department responsible for the doctoral programme for which you have registered so that the department can send it to the Doctoral School.

ANNEX 4

WITHDRAWAL OF THE JOINT DOCTORAL SUPERVISION AWARD

2024-25 ACADEMIC YEAR (2024 MEDEC)

I, [*Full name*], with identity card/passport number [...], withdraw the 2024-25 call joint supervision award for the doctoral programme in [...] at the Universitat Rovira i Virgili.

The reasons for this withdrawal are:

I also agree to pay to the URV all registration fees that I was exempted to pay due to this grants programme, in the case the Doctoral School it is necessary after this withdrawal is evaluated.

_____, _____ 20__

[*Signature of the interested party*]

Send a scanned copy to futurs.investigadors@urv.cat at any moment while you are the beneficiary of this grant and present the original to the department that supports the doctoral programme for which you have registered so that the department can send it onto the Doctoral School. In the case you sign with a valid digital certificate, the pdf you sent is the original document. The Doctoral School will evaluate the reasons of this withdrawal, and may require, if appropriate, you to pay all the registration fees previously covered by this call.