FAQs ABOUT CALL FOR GRANTS FOR TRAINEE RESEARCH STAFF UPC-FPI and FPU-2010 UPC

STUDY DEGREES REQUIRED FOR THE CALL

Who can apply for the FPI-UPC and UPC-FPU grants?
All graduates of any University or Official College, who at the time of the acceptance of the grant have been accepted to a Doctorate Programme.

Am I considered as a UPC graduate if I provide for the Call the requested official degree issued by any University other than the UPC, while I’m enrolled in official second-cycle university studies at the UPC?
No. If you are enrolled in second-cycle studies means that you don't have the UPC degree and you are not considered as UPC graduate.

Who decides that a foreign degree is equivalent?
The University checks the degrees that are not adapted to and/or to not pertain to the European Higher Education Area (EHEA) at the time of a postgraduate studies admission.

Which is the date of degree studies completion to apply for the grants?
The date of the degree studies completion to access to doctoral programmes must be later than 31/12/2006.

When the applicant access to the doctorate degree with a first-cycle university degree and with a second-cycle degree, are considered both degrees for the qualifications’ average?
Yes, the first-cycle university degree is required to second-cycle degree. It’s compulsory to submit both certificate of academic transcripts for the degree qualification.

If the applicant has a Bachelor degree or Engineering studies degree or Architecture studies degree and a Master, which degree allows accessing this call?
The Bachelor degree or Engineering studies degree or Architectural studies degree being its completion date the access reference.

Can applicants access with degree studies completed before the above mentioned date (31/12/2006)?
Yes, if they have finished an Erasmus Mundus Programme at our University by means of which has been accepted to the doctorate program.

Should submit the copy or the ticket of official degree certificate?
No. It is only required the certificate to the applicants who have been awarded.

ACADEMIC SELF-EVALUATION

Is it necessary to include the Self-Assessment if I have a UPC degree?
No, only the candidates graduated outside UPC. UPC graduates only certify the mark average of the academic degree to access the doctorate programme.

How will weigh the Academic Record?
Evaluation of the candidate's academic record will include the completed studies which have permitted the candidate to follow an official postgraduate programme. This implies completed undergraduate degree programmes.
If the candidate studied these programmes individually or in different institutions the final mark will be the average divided by the number of credits on each transcript.

The following should be taken into consideration when evaluating the records:
- Only those courses through which the candidate has been able to access official postgraduate studies will be taken into consideration. In the event of a candidate accrediting that he has accessed official postgraduate studies by passing 60 ECTS through a master programme which is still not complete then these ECTS will not be considered in the evaluation.
- To be eligible for the grant, 90% of this mark will be calculated based on the overall average mark obtained in order to be accepted on a doctoral or master programme. The remaining 10% will be based on the all other studies required.

My academic record has subjects rated as Pass/Fail, how do they weigh in the Self-Assessment?
Since these subjects have no marks they will not be taken into account for the Self-Assessment weighting.

To obtain my 1st /2nd cycle degree is required to submit a thesis and it appears in the academic record without mark. How does it weight in the Self-Assessment?
Since the thesis has no mark, it will not be taken into account for the Self-Assessment, except if the interested party presents a certificate of the thesis mark issued by the University where the candidate studied.

My academic record has validated subjects without mark. How do they weight in the Self-Assessment?
All validated or recognised subjects will be evaluated according to their original mark, providing the candidate presents his/her academic transcript where the original mark which allowed for the validation in the first place is clearly indicated. The number of credits will be those stated on the academic record.
If academic record of validated/recognised subjects with original mark is not provided these subjects will be valued as passed.

If a subject or the final project has no mark, how are they evaluated?
If the academic record has credits or hours and the final Project has neither of them they will not be taken into account for the Self-Assessment weighting.

Countries which the information is not available
In this case the equivalence will be the following one:

The evaluation criteria of abroad student record (in the case that they are not in the general list)
- Interval distribution between the minimum grade approved and the maximum one, in 5 subintervals.
- Calculation of the limit points between P-B and B-A/S.

The maximum values will not be considered magna cum laude.

Equivalence general scheme between Spanish system valuation and any other system.
APPLICATIONS SUBMISSION AND SUPPORTING DOCUMENTATION

**Should I inform in the application form about any other grant award?**
Yes if the grant is awarded for the purpose of obtaining the doctorate.

**Should I present the Scientific Curriculum Vitae if I apply for the FPI-UPC modality?**
No. Only in the case of applying for the FPU-UPC grants.

**What information must appear on the certificate of admission to the doctoral program?**
You must specify the degree to which access to the PhD program and the year of obtaining this.

**Where should I send the documentation?**
The documentation has to be submitted to any of the UPC Registry offices or by any other of the procedures described in Art. 38.4 of the Law 30/1992, modified by Law 04/1999.

The documentation will be addressed to the Unitat d'Assessorament i Suport Laboral a la Recerca (UASRL) (Edifici Vèrtex. Pça. Eusebi Güell, 6, S1 08034 Barcelona).
Please find enclosed the link where you can find the registry offices at the UPC and their working hours: https://www.upc.edu/patrimoni/gestio-patrimonial/registres-publics

How many applications can be submitted?
You can apply once for each call.
In the FPU-UPC modality the interested party should prioritize the different grants he/she wants to apply for.

Which is the applications deadline?
From 10th June 2010 to 9th July 2010 (both inclusive).

On 9th July 2010 can I submit my application?
Yes, before the impossibility of submitting it via UPC Registry you can send the documentation by registered mail to Unitat d'Assessorament i Suport Laboral a la Recerca (Edifici Vèrtex. Pl. Eusebi Güell, 6, Soterrani 1 08034 BCN,), in other words the application has to be stamped by the Post Office and the reference date in the Registry office will be the posting date.

Should have the candidate thesis director? or presenting tutor’s signature is enough to apply for the grant?
Presenting tutor's signature is enough to apply for the grant.

Can I present an application for the FPI-UPC grants and other for the FPU-UPC grants supported by the same director?
Yes.

Which is the deadline for amending documentation?
Once the application deadline has expired the Vice-rector of Science Policy, within 15 days, will approve the provisional list of candidates who have been selected and rejected. The list will be published on the website http://www.ctt.upc.edu/ in which reasons will be given to those candidates who were not selected. These candidates have 10 calendar days counted form the day of the publication of this list, to amend the faults causing this rejection or to present claims they consider appropriate.

GRANTS FEATURES

When is the awarded candidate incorporated in the organisation?
The beneficiary will be incorporated within a maximum of one month from the publication of the grants resolution if the UASLR office has all the necessary documentation for his/her processing.

The selected candidates will have to present the following documents:

- DNI/NIE copy
- Official degree certificate copy or payment ticket of official degree certificate.
- Social Security document copy
- Bank account copy stating beneficiary as holder
- Family Book copy if applicable

Which will be the amount received?
- 1.142 Euros gross month during the grant period. This will be paid at the rate of 12 payments per year
- 1.173 Euros gross month during the time the scholarship holder is under contract. This will be paid at the rate of 14 payments per year plus two extraordinary payments in June and December as laid down in the statutes for Teaching and Research Personnel for Catalan Universities which belong to the public sector. It must be remembered that once contacted, the employee has the right to future extraordinary payments. For this reason it must be made clear that the first
extraordinary payment may not be in full. All figures are gross and will be taxed at the established rate.

**Can the selected candidate carry teaching duties?**

If the selected candidates has been awarded for the FPI-UPC grant:

- The selected candidate may carry out teaching duties during the initial scholarship stage providing an agreement is reached between the person receiving the grant and the director of the centre where this person is carrying out his/her research.
- Accepting the scholarship automatically implies that researchers will carry out teaching activities, however, during the period when they are under contract.

In neither period can the candidate be expected to teach in excess of 60 hours per year. Nor will s/he be held responsible for designing teaching programmes.

If the beneficiary receive of one of the FPU-UPC Grant:

- During the grant period, the acceptance of the grant implies to participate in docent tasks, in accordance with the norm in the Government Council 173/2007, 13 November, 2007, in which is ratified the document regarding the training university professors grant for UPC departments, centers and institutions. These educational activities, with educational aims, should be gone for the collaboration of laboratory traineeship and the professorate reinforcement who indicates the direction where this person is carry on his educational activity.
- During the contract period the educational participation of the researcher staff will be mandatory in educational tasks with educational aims.

In neither period can the candidate be expected to teach in excess of 60 hours per year. Nor will s/he be held responsible for designing teaching programmes.

**Can the selected candidate perceive any complementary grants?**

He can perceive some grants if they are related with:

- Educational and research tasks, if they are directly related with the research developed by the grant beneficiary and if they have sporadic and not usual character.
- Grants for congresses, meetings and scientific conferences.
- Short stays grants and temporally mobility awarded by public or private organisms, nationals or foreigners who are related with its research.

**How the payment will be effective?**

The payment is carried on through salary by banking transfer.

**Which is the structure of the fellowships?**

These fellowships have a maximum duration of 48 months They are divided into 2 parts, as established in the statutes established for research staff.

The first stage has a duration of 2 years. The objective of this period is to attend doctoral classes and on completion, a document stating the student has reached the required level will be issued.

The second stage lasts for a maximum of 2 years in which the student will sign a contract with the university, providing the following requirements have been met: that the candidate received a grant for 24 months and has been issued with a document evaluating his/her research work that s/he is in possession of the legal permits required to be contracted by the university. The objective of this second stage is to complete the doctoral thesis.

**How is managed the change of first stage to contract?**

The second stage lasts for a maximum of 2 years in which the student will sign a contract with the university, providing the following requirements have been met: that the candidate received a grant for 24 months and has been issued with a document evaluating his/her research work that s/he is in possession of the legal permits required to be contracted by the university.

**Why the grant can be interrupted?**
The grant will be interrupted only if there is a temporarily incapacity leave (disease or accident), risk during the pregnancy and maternity or paternity leave. This time can be made up only if the budget availabilities are available.

**What is considerate an incompatible situation?**
The scholarship of this program is incompatible with any contractual entailment that impedes an education and research full time dedication. In all the cases, the law 21/1987, 26 November, of staff service of Government administration incompatibles, should be respected.

**Can I renounce the UPC research grant of 2010?**
Yes, if you communicate the renunciation 15 days before.
The Renunciations should be communicated to "Unitat d'Assessorament i Suport Laboral a la Recerca i a la Unitat Bàsica d'adscripció" (UASLR).

**If the scholarship renounce the grant, can be replaced it?**
The grant cancelled by renunciations or other causes until 31/12/2010 can be replaced regarding the budget availability, and allocating the vacancies to reserve list candidates.