

THIRTEENTH NOTICE AND CALL FOR GRANTS APPLICATIONS FOR TRAINEE RESEARCH STAFF AT THE UNIVERSITAT AUTÒNOMA DE BARCELONA FOR THE 2015-2016 ACADEMIC YEAR

1. Object

1.1. The objective of this notice is to select pre-doctoral trainee research staff for incorporation during the 2015-2016 academic year in the department that appear in Annex II, with the aim of promoting the quality of research, through their incorporation in a research group and a PhD programme with the aim of completing the PhD thesis which must be presented within the grant period or in the following six months.

1.2. The grants awarded are subject to the area of application in Law 14/2011, of June 01, for Science, Technology and Innovation as well as all the other relevant prevailing legislation.

2. Application requirements

2.1. On signing the contract candidates must be able to accredit possession of a qualification or having fulfilled the requirement for access to official doctoral studies in accordance with the following requisites:

a) Third cycle courses regulated by Royal Decree 778/199 of 30 April 1998:

- Have completed the courses leading to an official Spanish degree or, where appropriate, in accordance with non-adapted foreign systems that do not belong to the European Higher Education Area which offer access to doctoral programmes.
- Candidates who have obtained a qualification or studied for courses in accordance with foreign education systems adapted to the EHEA must have passed at least 300 ECTS credits.

b) Official postgraduate studies regulated by Royal Decree 1393/2007 of 29 October 2007:

- Have completed the courses leading to an official Spanish degree or, where appropriate, in accordance with non-adapted foreign systems that do not belong to the European Higher Education Area which offer access to doctoral programmes.
- Have obtained a university degree of at least 300 ECTS credits or a University Master's degree or equivalent. (Law 14/2011 of 1 June 2011)

c) In the case of candidates who have obtained a qualification or studied for courses in accordance with foreign education systems adapted to the EHEA, qualification offering access to official doctoral programmes.

2.2. Not hold a PhD qualification.

2.3. Before the grant award process can be finalised, the beneficiaries must have registered or be accepted for an doctorate programme at the UAB.

3. Structure of the grant awards

3.1. The grant beneficiary must sign a pre-doctoral employment work and services contract as regulated by Law 14/2011, of June 01, for science, technology and innovation (article 21). The contract period, including extensions, may not be longer than 36 months. The extensions maybe granted on the favourable report of the Academic Committee of the PhD programme or, where appropriate, the School for Doctoral Studies.

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3.2. In order to formalise the contract, applicants who do not belong to one of the EU Member States should previously request a waiver for work-permit requirements.

3.3. The award of a doctoral degree terminates the training period for trainee research staff. If the doctoral degree is obtained within the awarded grant period, the contract ends the month after the award.

3.4. Having received a pre-doctoral research grant does not result in any type of commitment by the University's to the future incorporation of the beneficiary into the University staff.

4. Period and duration of the grant

4.1. The grant period is for a maximum of 36 months from the start of the contract. In order to receive the grant, dedication to the doctorate must be full-time. Changing from a full-time to a part-time doctorate will result in the withdrawal of trainee research-staff status. Grants may be renewed for periods of **12 months** up to a maximum of **two** renewals, on presentation of a favourable report from the director of the department and, where appropriate, the School of Doctoral Studies, throughout the period of pertaining to the programme. Renewal depends on a successful annual report and sufficient available budget.

4.2. The Report must be sent to the Staff Area , Researcher in Training and Research Support two months before the end of each annual period in order to extend the grant or withdraw it, should the report not be favourable.

4.3. Periods during which the grant holder is in receipt of other grants of which are similar in terms of objectives, quality and nature will be discounted from the maximum grant period.

5. Deadline and presentation of applications

5.1. The period for presenting applications ends on **12 June 2015**.

5.2. Applicants must send a completed application form electronically together with the following documents in PDF:

- a) Copy of DNI or equivalent identification document for citizens of the EU and valid Passport for citizens of non-EU countries.
- b) Curriculum vitae.
- c) Certificate of the academic transcript for the degree qualification to be considered.
- d) Copy of official certificate (Degree or Masters degree).

Applicants who have completed part or all of their studies abroad, and whose academic documents and certificate are therefore in a language other than Spanish, English, French, Italian or Portuguese should attach the corresponding sworn translation.

In the case of studies completed partially or totally abroad, the academic certificate should contain the list of subjects and credits obtained that constitute the degree course or equivalent, along with the maximum and minimum qualifications in the assessment system as well as the minimum pass grade.

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5.3. Once the applications have been considered and the documentation received the results will be posted on the noticeboard of the department with reason for any rejections or the need for modification.

5.4. The publication of the abovementioned list will serve as notification to applicants so that within **seven** days of publication they can make any necessary amendments, on the understanding that failure to do so will result in the application being rejected, according to the previous decision dictated in accordance with the provisions of articles 71.1 and 42.1 of Law 30/1991 of 26 November, on the legal regime for public administrations and common public administrative procedure. The final list of candidates selected and rejected will be published on the noticeboard of the department together with the deadline for submitting the documentation referred to in section 8 of this document.

6. Acceptance of the grant

6.1. Once the final list has been published, candidates who have been selected in order of preference will receive notification of the grant award together with the acceptance or refusal document of the at their e-mail address.

6.2. The beneficiary must return the signed acceptance document to the departmental e-mail address, within a maximum of **6** calendar days from the day after the communication of the grant award.

6.3. In order to be registered as a grant holder, the selected applicant must have formalised the registration process for the official Masters programme 2015-2016 or the Doctorate programme to which they have been offered a place at the time of notification of the grant award. Acceptance of the grant also implies a commitment to comply with all the general conditions for trainee research staff that derive from this call and to understand and comply with the specific rules of the UAB and the measures for labour risk prevention.

If the selected applicant does not formalise either their acceptance or the refusal document within the stated period, it will be taken as understood that they thereby give up the grant and that this same grant can then be awarded to another person on the waiting list.

7. Substitutions

Any vacancies produced among the trainee research staff as a result of rejection of grants or other reasons may be covered by candidates from the reserve list, within a maximum of three months from the date of incorporation of the person who has caused the vacancy.

8. Formalising of the pre-doctoral contract

In order to finalise the grant award procedure, the beneficiary should present the following documents to the department within the deadline that it sets.

- a) Copy of DNI or equivalent identification document for EU citizens.
- b) Copy of valid passport and NIE, as well as the official waiver for work-permit requirements, where appropriate.

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- c) Copy of the admission document for a doctoral programme in the 2015-2016 academic year.
- d) An attested copy of the university degree certificate, of at least 300 ECTS credits, or a university-awarded MA or equivalent. Qualifications obtained in non-EU countries must be legalised via diplomatic channels.
- e) Photocopy of Social Security number.
 - If the person holds Spanish nationality, but has never signed up to the Spanish social security system, they should go to any office of the *Tesoreria de la Seguridad Social* with their DNI to request this number.
 - If the person belongs to a member state of the EU, they should go with their community residency card (if they do not have this, they should go previously to the local police station to obtain one) to any office of the *Tesoreria de la Seguridad Social* with their DNI to request this number.
 - For grant awardees who do not belong to one of the EU member states, the UAB will make the application for a social security number on their behalf.
- f) Photocopy of bank details.
- g) Two passport-sized photographs.

Trainee staff may be incorporated as long as the documents indicated this point have been presented, which is essential to take up the post of grant holder. The date of incorporation will be communicated to the director of the corresponding department/institute/research centre.

The areas that will be responsible for management of the grants are the Area for Research Management and the Trainee Academic and Research Staff Administration Office and the departments offering grants within this call for Applications.

9. Economic concepts related to the grant

9.1 The total annual amount of the grant is €14391.63 gross, payable in 12 monthly instalments that include the pro-rated bonus payments. Payment will be made every month in arrears directly to the beneficiary and the corresponding deductions will be made according to law.

9.2 Grants additionally include the cost of public registration fees for official doctorate programmes (doctorate) and supervision of the thesis. For those appointed pre-doctoral trainee research staff in this grant award process, the point of reference is the academic year 2015-2016.

10. Rights of pre-doctoral trainee research staff

Pre-doctoral trainee research staff has the following rights:

- a) To receive the financial support corresponding to the contract as established in Article 12 of this notice.
- b) To obtain the necessary collaboration and support from the university to carry out their studies and research, within the capacity of the department they are ascribed to.
- c) To hold the intellectual and industrial copyrights derived from their research, in accordance with their contribution and with current legislation.

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- d) To use the services offered by the UAB and to participate in its activities in accordance with internal university regulations.
- e) To enjoy all rights and social benefits available to the academic staff of the UAB.
- f) To apply for other complementary grants for brief trips away from Catalonia in order to complete their training in relation to the research project they are undertaking, accompanying their application with the approval of the thesis supervisor.

11. Obligations of pre-doctoral trainee research staff

Pre-doctoral trainee research staff has the following obligations:

- a) To join the department and carry out the activities included in their doctoral or research training programme, fulfil the objectives of their training programme, and at the appropriate time, the directives established by the thesis supervisor.
- b) To comply with the university's internal regulations.
- c) To contribute to the teaching programme in accordance with this call.
- d) To state their attachment to the corresponding department/institute/research centre of the Universitat Autònoma de Barcelona in any publicity or publication, following the recommendations that appear in **Annexe I**. Failure to comply with this section could mean the withdrawal of the grant. Attachment to the UAB should always be made explicit if the publication has been produced within the period of the grant.
- e) To include their details in the EIN@ application of the UAB for curricular updates.
- f) To request authorisation from the Vice-Rector's Office for Academic Staff for any change or measure that affects the grant.
- g) To present to the Area of Academic Staff, Trainee Research Staff and Research Support Staff rejection of the grant a minimum of 15 days in advance.
- h) To provide any information requested and cooperate with any actions of verification or control that the UAB may require.
- i) Citizens of non-EU states must obtain a waiver for the work permit in order to be contracted.
- j) The thesis supervisor must have an association with the UAB by any of the means stipulated in its Statutes, and that the thesis is written and presented at the UAB.
- k) Knowledge of the official languages of the UAB, in accordance with current regulations.

12. Obligations of the University

The University has the following obligations:

- a) To execute the contracts for pre-doctoral trainee research staff in accordance with the terms established in this call.
- b) To provide trainee research staff with the necessary support and offer use of the means, instruments or equipment necessary to carry out their work in normal conditions.
- c) To ensure the proper development of the research staff training programme.
- d) To ensure that no incompatibilities are incurred.

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13. Participation in teaching activities

Acceptance of the grant automatically implies the trainee researcher's participation in a teaching programme, for educational purposes, which shall not exceed 60 hours per year over the three remaining years. Teaching participation in the first year will primarily be concentrated in the second semester and will not be of a heterogeneous nature.

This teaching collaboration will not, in any case, mean responsibility on the part of the trainee researcher for the subject or its programming.

This teaching must be certified by the departments involved, for curriculum purposes.

14. Incompatibilities of the grant

The position of trainee researcher under the terms of this programme is not compatible with any contractual or statutory relations that may reduce the exclusivity of dedication to research.

Payments can be authorised in relation to teaching activities (courses, conferences or lectures) or research activities (books or articles) that are directly associated to the research being carried out by the trainee research staff, as long as this is occasional and not regular.

Payment for such activities must be authorised by the Vice-Rector's Office for Academic Staff and Programming.

Financial support for attendance at congresses, meetings and seminars or for brief periods away from the university or temporary transfers, payable by public or private, national or foreign organisations, may be authorised as long as they are related to the research.

In the case of unforeseen incompatibility, the University has to withdraw the grant.

15. Contract Interruptions

In the event of leave of absence for reasons of maternity/paternity, adoption or permanent or pre-adoption fostering of children of less than six years of age, the contract shall be suspended for the period established in law for these cases.

Predoctoral trainee researchers have the right to a temporary sick leave for illness or accident. Temporary leave may be recovered as long as they are for a minimum of 30 days and if the budget allows for this.

Temporary suspension for reasons of maternity or paternity leave must be communicated and accredited with the Area of Academic Staff, Trainee Researchers and Research Support of the UAB. Beneficiaries must make the appropriate arrangement according to Social Security rules.

During the suspension of the grant Social Security payments will not be made by the university on behalf of the grant holder. Reincorporation after the interruption must be communicated at least 15

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days before the date of return. Failure to return at the end of the period of interruption shall be considered as a withdrawal from the contract and will automatically terminate the agreement.

In accordance with Law 14/2011 of 1 June 2011 on Science, Technology and Innovation, periods of temporary leave during pregnancy, maternity, adoption or fostering, risk during lactation and paternity leave shall be exempt from the calculation of the duration of the contract.

When researcher have to be absent for reasons of study the corresponding permission must be applied for and this should receive prior authorisation from the director of the department and, where necessary, the director of the thesis.

16. Infringements and non-compliance

Total or partial non-compliance with the requirements and obligations established in this call for applications or other applicable rules will lead to the opening of a file detailing the non-compliance following a meeting with the interested party, and may lead to the application of the corresponding disciplinary code, in accordance with current employment legislation by the amount established according to the applicable criteria and the corresponding delay in accordance with Section II (Grant payments), Section III (Financial control) and Section IV (Infringements and sanctions of the General Grants Act) and Royal Decree 887/2006 of 21 July 2006 which approves Regulations for the General Grants Act 38/2003 of 17 November 2003.

The proportional criteria for infringements and non-compliance are the following:

Total and manifest non-compliance of the requirements and obligations for which the grant has been awarded, determined through mechanisms of scientific and technical monitoring and control will lead to the total withdrawal of the grant and, where necessary, loss of the right to any pending payments. Any non-authorised modifications to the initial conditions of the grant and non-compliance with the partial objectives will require the quantity in question to be returned and where necessary, loss of the right to any pending payments.

Non-communication of activities that are incompatible could lead to a demand for the return of the grant for the time that the total or partial incompatibility lasts or the withdrawal of the grant.

Non-presentation of the necessary monitoring reports and additional documentation (course registration documents for each year), as stated as a previous requirement by the UAB will lead to the requirement to return the quantities received during the non-justified period.

Failure to comply with the measures of dissemination established in article 31.3 of the General Grant Regulations will lead to the requirement for partial repayment of the quantity corresponding to non-compliance.

Failure to declare previous receipt of any other kind of financial support or similar grants or the falsification of declared information shall lead to the requirement for part or full repayment of the quantity associated with this infringement and, where necessary, the loss of the right to any pending payments.

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17. Evaluation and selection criteria

The departments will evaluate the merits of each candidate based on the academic transcript and curriculum vitae they have presented (completed Masters degrees, professional, experience, research, publications, papers, conferences, knowledge of languages etc.) and once this evaluation has been made for each applicant, and in line with their profiles and needs each department will produce a rank-ordered list of candidates in accordance with the criteria established in the standardised model.

The departments will then take this list and draw up a proposal of selected candidates, which will be sent to the Academic Staff Commission for approval.

18. Objections and Contentions

Interested parties may present any objections they consider opportune to the e-mail address supplied by the department for that purpose within a period of ten calendar days, counted from the day after the publication of the provisional and final lists of admissions, respectively.

Within a period of one month interested parties may present to the Rector a motion to appeal against decisions adopted in response to the aforementioned objections.

In accordance with the stipulations of article 111 of Spanish Law 30/1992, of 26 December, pertaining to the legal system for public administrations and common administrative procedure, the presentation of an appeal against the agreements and resolutions of the competent bodies does not imply any obligatory suspension of the execution of the actions against which the appeal is being made.

19. Data protection

The details provided by candidates will be included in a file owned by the Universitat Autònoma de Barcelona for the purpose of managing the grant application and award process. In accordance with the provisions of Organic Law 15/1999, of 13 December, for the protection of personal data, those who wish may exercise their right, before the General Secretariat of the Universitat Autònoma de Barcelona, to access, rectify or cancel their details

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ANNEXE I

Recommendations for regularisation of signatures and particulars of UAB trainee researchers

We have revised the recommendations of the FECYT and we have compared them with the way in which these particulars are reviewed in the two most outstanding current bibliographical data bases for scientific literature, Scopus and Wok.

In all cases the recommendation to review all centres to which the researcher belongs is stressed so that they can be included correctly in the bibliometric indicators, impact factors, rankings etc. The difference lies in the recommendation of how to do so.

Once the two formulas (FECYT and Scopus/Web of Knowledge) have been seen we believe the easiest way and that which avoids any mistakes in the interpretation is to use the bibliographical data bases. In other words, to put as many call-outs beside the name of the author as beside the centres or institutions to which they are attached so that they can be identified as different centres.

We have also revised the PubMed (MedLine) as a reference data base for the medical field, but in this case only the contact address is reviewed and not the particulars of the different authors.

On the other hand, in addition to any recommendations, each journal has its own style guide and so the final review will depend on the indications received by the author at the time of presenting the article for publication.

Recommendations

FECYT: http://www.accesowok.fecyt.es/wpcontent/uploads/2009/06/normalizacion_nombre_autor.pdf

The recommendation of the FECYT for the correct designation of the workplace in order to make the centres and institutions more visible and ensure reliability of, among other things, the bibliometric indicators, impact factors and rankings are as follows:

1. Authors must ALWAYS include details of their attachment to the university.
2. The particulars should appear in the following order: Group name (where appropriate) or department, centre or institute name (complete name in original language), institution on which it depends, postal address, city and country.