



# Regulations relating to the relationship between IREC and Predoctoral stays and Master students



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### 1. OBJECT

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The purpose of this document is to establish the normative bases that will regulate the relationship between the different types of Pre-doctoral Researchers who carry out their pre-doctoral research work at IREC facilities. Either through the pre-doctoral training aid program, through its hiring for a research project, for the opting of aid for the training of the different Official Bodies and for the realization of stay agreements with institutions where their staff / students where they regulate such work.

The aid program for pre-doctoral training of the Fundació Institut de Recerca en Energia de Catalunya (IREC), aims to train university graduates to complete their doctoral thesis associated with an R + D + I project. Additionally, this program will finance the realization of short stays in other R + D + I Centers and the university enrollment of the doctorate of the beneficiaries of the grants. Regulated in Article 2 of this document.

The pre-doctoral training in the framework of a research project, in which it establishes a heading for the training of university graduates to carry out their doctoral thesis, including if necessary the financing of the realization of short stays in other Centers of R + D + I and the university registration of the doctorate of the beneficiaries of the aid. They will be regulated by what is established in the framework of the project for which it has been hired and the provisions of article 2.9.c and 2.9.e. will be applied.

The aid programs for pre-doctoral training of the different official bodies (FPI, FPU, FI), whose purpose is the training of university graduates to carry out their doctoral thesis associated with an R + D + I project. Additionally, this program will finance the realization of short stays in other R + D + I Centers and the university enrollment of the doctorate of the beneficiaries of the grants.

The purpose of this document is also to establish the support program for Master students who make stays in the Center.

The aforementioned program of aid for pre-doctoral training will be one year, extendable for annual periods after a favorable report from the academic commission of the doctoral program, or in the case of the doctoral school, for the duration of their stay in the program.

In addition, they must have the corresponding favorable report from the IREC internal monitoring commission specifically appointed for the evaluation of pre-doctoral researchers. This commission must be formed by three members to be defined according to the functional organization of each group or research area. Orientatively, said commission may be formed by the Group Leader, the Principal Investigator of the associated project and the doctorate assigned as internal tutor.

In no case the cumulative duration of the initial contract plus extensions may exceed four years.

Throughout the aid program, the principles of publicity, equality, merit and ability in the granting of aid will be respected.

## **2. SCHOLARSHIP AID AND SCHOLARSHIP PROGRAM FOR PREDOCTORAL TRAINING**

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### **2.1. Call for pre-doctoral positions**

The calls will always be associated with an R + D + I project carried out by the IREC institute, which will be aimed at carrying out research tasks, in the field of a specific and innovative project

All calls will be published for at least three weeks on the IREC website.

The documentation that will constitute the call will consist of two parts one where the basic regulations of the aid will be described and an Annex to it, where the research topics associated with the Institute's R&D projects will be specified.

### **2.2. Requirements for applicants for places**

Applicants must prove that they have a bachelor's degree (engineer, architect, etc.), a university graduate with a degree of at least 300 ECTS credits (European Credit Transfer System) and have completed and approved a university master's degree, or equivalent, that at the beginning of the aid, allows them to have been admitted to a doctoral program. These personnel will be considered as pre-doctoral research personnel in training:

2.2.1. Individuals who meet the following requirements may apply for the place:

a) Meet one of the requirements for 'access to the doctorate provided for in article 6 of Royal Decree 99/2011, of January 28<sup>th</sup>, which regulates official studies of doctorate, and the requirements established in these bases, and not having the title of doctor, with the following clarifications:

- The studies of masters or equivalent have to be completed and within the last three years prior to the date of publication of the pre-doctoral assistance program in question.
- In the case of undergraduate studies with a minimum duration of 300 ECTS, applicants must be in possession of the degree at the time of submitting the application.

Applicants may also be natural persons in possession of the title of graduate, engineer or senior architect who have obtained the research proficiency (DEA) after January 1<sup>st</sup>, 2011.

b) Be enrolled, in the 2013-2014 academic year, of the academic guardianship of the doctorate at the time of acceptance.

c) Not be in possession of the doctoral degree.

d) The minimum average grade of the academic record of the candidate must be the following:

- For the first and second degree studies, engineering or architecture, it must be equal to or greater than 1.60 (scale from 0 to 4),
- For undergraduate studies, it must be equal to or greater than 1.60 (scale from 0 to 4),
- For the diploma, technical engineering or technical architecture, it must be equal to or greater than 1.60 (scale from 0 to 4).

The calculation criteria will be in accordance with those established in section V of **RESOLUTION ECO / 1639/2013, of July 22<sup>nd</sup>**.

e) The research project of the candidates must be part of a competitive research project of the active institute at the time of submitting the application, or of an agreement or a research or knowledge transfer contract with public entities or private companies with a minimum value of 72,000.00 (seventy-two thousand) euros, at the time of submitting the application.

f) The doctoral programs must be from a university of the Catalan university system.

g) Applicants may not have enjoyed any other assistance of a similar nature lasting more than 12 months at the end of the term for submitting applications.

2.2.2 Candidates who have totally or partially enjoyed this assistance in previous calls will be excluded.

### 2.3. Request

The process will begin at the time of publication on the IREC website of the announcement of the call of the IREC pre-doctoral assistance associated with a research project. The publication date will be considered as the opening of the deadline for submitting applications by interested parties.

Prospective candidates who wish to request this assistance must complete the application available at [www.irec.cat](http://www.irec.cat) and submit it together with the documentation specified in section 2.4 in the IREC offices until the date established as the last day of the deadline for submission.

The aforementioned deadline for submission may never be less than three weeks, and said term may be extended at the discretion of the head of the research area, depending on the difficulty in finding the ideal candidate for the development of the project. Being able to give the case that the candidacy is deserted.

Likewise, the documentation established in section 2.4 may be sent by regular mail to the address of the center, indicating the reference number of the scholarship in the envelope or by email.

Candidates may request an acknowledgment from the IREC as proof of submission of documentation.

For additional information, applicants can contact the group leader assigned for each research project, the name of which will be recorded in the annex of the respective calls.

#### 2.4. Documentation

The formal request will be made through a form that will be available in each call. The following will be attached electronically with the application:

- a) Copy of the National Identity Document, and in the case of foreign citizens, a copy of the Foreigner Identification Number, or the Valid Passport.
- b) Certified photocopy of the academic title or proof of payment of the title.
- c) Certified photocopy of the official academic certificate of the studies of degree, engineering, architecture or diploma in which the average mark, the number of credits of each subject or, if not possible, the number of hours.

In the case that the average grade calculated in accordance with the criteria established in section 2.2.1 does not appear in the official academic certificate.

- d) Certified photocopy of the academic record of the master's studies.

Applicants who have completed the bachelor, degree, engineering, architecture, diploma or master's degree studies at centers outside the university system of the Spanish State must also state in the official academic certificate the maximum and minimum qualifications within the evaluation system corresponding and the minimum qualification required to pass. In the cases reflected in the previous points, in the case of certificates issued by foreign centers, it will also be stated which are the maximum and minimum qualifications within the corresponding evaluation system and what is the minimum qualification to pass. Likewise, applicants who have studied abroad and have extended academic certification in a language other than Spanish, Catalan or English, must accompany it with the corresponding official translation into one of these three languages.

- e) Curriculum vitae, specifying any relevant professional experience.
- f) Document proving, by certificate or letter of admission to the doctoral program issued by the unit responsible for said program, or by the doctoral school.
- g) The candidate may choose in his/her application a maximum of three scholarships per call, although in that case, in the application form, he/she must state his/her order of priority among them.

#### 2.5. Selection of candidates

After the deadline for submitting applications:

1. The Director of IREC shall appoint a Selection Committee of a maximum of three members and chaired by him or herself.
2. The Selection Committee will evaluate the documentation received from all the candidates and score them according to the following criteria:

- a) Academic record of university studies (up to a maximum of 4 points).
- b) Master's and Postgraduate academic records (up to 2 points).
- c) Merits, where professional experience, publications, etc. (up to 2 points) will be included.
- d) Adequacy of the candidate to the project (up to 2 points).

The maximum score that the candidate may obtain will be 10 points, in the event that the Selection Committee considers it appropriate, it may summon the candidates to interview them.

3. Once all the candidates have been evaluated, the Selection Committee will publish a pre-award proposal on the bulletin board and on the IREC website, where the candidate will be granted the aid and a list of the rest of the candidates in order of punctuation received, the same order being that of reservations nominations.

As of the publication of the pre-Award proposal, a period of 10 days is opened for the candidates to make the allegations they deem appropriate.

After this deadline, the final resolution with the name of the candidate to whom the aid is awarded will be published on the bulletin board and on the IREC website.

In case of resignation by the winning candidate, the beneficiary of the aid will become the first reserve candidate, and so on.

## 2.6. Credentials

Once the call has been closed, evaluated and awarded, the IREC Director will issue the relevant credentials. The fellow must sign his/her credential.

In said signature, the fellow must also submit a statement stating that he/she is not currently receiving any other scholarship or subsidy he/she considers incompatible with the IREC award.

## 2.7. Duration of the aid

The maximum duration established will be one year by means of an employment contract, extendable for annual periods after a favorable report from the academic commission of the doctoral program, or in the case of the doctoral school, during the duration of its stay in the program. In no case the cumulative duration of the initial contract plus extensions may exceed four years.

Students admitted to the PhD program will be considered research personnel in training, and will have an employment contract, regulated by Law 14/2011, of June 1.

However, when the contract is concluded with a person with a disability, the contract may reach a maximum duration of six years, extensions included, taking into account the characteristics of the research activity and the degree of limitations in the activity.

In no case may the sum of annual extensions be longer than 4 years, except in cases where there have been periods in which the aid is suspended due to temporary disability (illness or accident), medical prescription during pregnancy, and leave of maternity or paternity, which will not be counted as a time to enjoy the help.

## 2.8. Grant Termination

The scholarship will be finalized in the following cases:

1.- In case of falsification of information or incompatibility with other scholarships or financial assistance provided by other public or private institutions.

2.- For not exceeding the annual evaluation of the academic commission of the doctoral program or the internal monitoring commission designated by the Institute.

3.- By the will of the fellow.

4.- For breach by the fellow of his/her obligations.

5.- By mutual agreement between the parties.

#### 2.9. The payment of scholarships

- a) The gross monthly amount that the fellow will receive during the first and second year will be € 1,250.00 (12 monthly payments per year, equivalent to a total of € 15,000.00 / year).
- b) The gross monthly amount that the fellow will receive during the third and the possible fourth year will be € 1,416.66 (12 monthly payments per year, equivalent to a total of € 17,000.00 / year).
- c) The scholarship includes a supplementary annual support of 660€ for coverage of enrollment expenses in the doctoral degree for at least 3 years and a maximum of 4 years. As a general rule, these costs will be paid to universities directly by the fellow. IREC will pay the payroll to the grantee monthly apportioning said amount. The grantee may request the advance of said amount to the IREC Administration to pay the corresponding tuition.
- d) The grantee may also receive special assistance as compensation for expenses that may arise during stays in other R & D & I centers and attendance at scientific conferences as long as the said stay exceeds 15 days and the duration of The congresses will be regulated according to current regulations. The system for calculating the amounts to be received as compensation of expenses, during these displacements will always be carried out in accordance with what is established in the internal regulations of the IREC of travel policy.
- e) IREC assumes the costs associated with the rights of presentation of the thesis, as well as the costs of editing for the presentation of the thesis and considerations to the jury, as additional final aid to the fellows, for which a global aid bag will be available 700€ maximum.

The amounts resulting from the application of the aforementioned regulations, during the duration of the aid, will be considered as additional aid or withholding tax exempt and will only be received while there is an employment relationship between the intern and the IREC.

It is the responsibility of the candidates to present the required documentation properly translated into an official local language if necessary, and IREC does not assume additional costs if the candidates need a legalization or similar steps to formalize their titles or translations thereof.

#### 2.10. Obligations of the Scholar

1. One month before the end of each year of the scholarship, the grantee must submit a brief report on the work done and the results obtained during the past year. The approval of this report by the IREC is an indispensable requirement for the renewal of the scholarship.

2. The fellow must also provide the IREC Department of Human Resources with a photocopy of the accreditation that has read their Diploma of Advanced Studies (DEA) or the doctoral thesis within a maximum period of 10 business days from its reading.
3. The group leader or the assigned investigators will supervise their assistance and the fulfillment of their obligations and will present a report to the Human Resources Department about any irregularity that could affect the scholarship or its renewal.
4. In case of resignation, the intern must notify the Department of Human Resources 15 days in advance, the lack of notice will entail the discount of the last payment of the corresponding days not pre-notified.
5. Fellows must indicate in all their scientific publications that they receive funding from the IREC pre-doctoral training program, and in all documents that they are an IREC Fellow.
6. Fulfill the conditions and obligations established in the call.
7. Carry out the activities planned in your training and research specialization program.
8. To fulfill the objectives of the training and specialization program with advantage.
9. Comply with the internal or operational regime of IREC, especially in relation to working conditions and norms for the prevention of occupational hazards and the internal regulations of IREC confidentiality.
10. Assume the corresponding obligations due to their inclusion in the General Social Security System, in accordance with the provisions of Royal Decree 63/2006, as well as, in the case of research personnel in contract formation, derived from your employment contract.
11. Prepare and submit an annual report in English of their work in order to be evaluated by the Thesis Monitoring Commission and obtain compliance for annual renewals.  
1 month before finishing each annuity, said report must be delivered. The commission will deliver its reports 15 days before the renovations. Apart from the reports of the commission for monitoring the scholarship, you can call an oral defense of the report and hold an interview with the fellow to be able to evaluate it according to the defense of the work done.

#### 2.11. Rights of the Scholar

1. The rights of research personnel in training are, in general:
  - a) Obtain from the IREC the collaboration and support necessary for the normal development of their studies and research programs.
  - b) Be integrated in the departments of IREC in which they carry out the investigation.
  - c) Participate in the calls for complementary aid to attend scientific meetings or for training and improvement stays in centers other than IREC.
  - d) Exercise the intellectual property rights derived from their own training activity in the investigation and in accordance with their contribution, in accordance with the established text of the Intellectual Property Law, approved by Royal Legislative Decree 1/1996, of April



12 and the Internal Regulations on Intellectual and Industrial Property Rights of IREC of 12/13/2010. The aforementioned rights will be independent, compatible and cumulative with other rights that could derive from the research carried out, without prejudice to the conditions derived from the collective work when the research personnel in training participate or are linked to a collective research project.

e) Regarding the possible rights of research personnel in training on industrial property, the corresponding call will be made, within the framework of Law 11/1986, of March 20, on Patents, and, where appropriate, Royal Decree 55/2002, of January 18, and the Internal Regulations on the Rights of Intellectual and Industrial Property of IREC of 12/13/2010, on the exploitation and transfer of inventions made in public research entities. The aforementioned rights shall in no case be of a salary nature.

#### 2.12. Obligations of IREC

1. The IREC will have the following obligations:

a) Provide the research staff in training the necessary support and facilitate the use of facilities, equipment, material and training resources that are necessary for the proper development of its activity.

b) Designate a commission to monitor the doctoral thesis and associated research work or, where appropriate, a tutor, for the coordination and orientation of the activity of research staff in training.

c) Ensure the adequate development of the training program for research personnel in training, without being required to carry out any other activity that is not related to the development of their research or the specific training required for it during its course.

d) The remaining obligations established in article 7 of Royal Decree 63/2006, of January 27.

#### 2.13. Incompatibilities

1. In general, the aid provided for in this regulation is incompatible with any other type of assistance of a similar nature, and in general, with the perception of any amount that has a salary nature, when this damages the investigative and formative purpose and / or occurs at the same time.

2. Notwithstanding the foregoing, these grants will be compatible with the perceptions that come from teaching or research tasks directly associated with the research activity carried out by the research staff in training, provided that they are carried out outside the hours of the scholarship or Receive the express authorization of the IREC Director.

3. Any financial assistance from other public or private institutions must be specifically approved as compatible with this scholarship by the IREC director.

#### 2.14. Advertising

All information regarding these pre-doctoral research grants will be published on the IREC bulletin board and on the Web [www.irec.cat](http://www.irec.cat) and if possible on other Websites in the sector.

#### 2.15. Financing

As a general rule, this aid program will be financed from the IREC own or baseline funds budget.

#### 2.16. Confidentiality Clauses

1. The grantee must maintain strict confidentiality regarding the data, activities and other information related to his IREC or Institute research area and his contractual relations with companies.

2. Due to the nature of the activities carried out, the previous point will remain in force, even if the grantee ceases his activities in the IREC.

3. At the end of the scholarship, the recipient of the aid must return all documents related to their clients or that make reference to any IREC project to the responsible investigator and the IREC. It is strictly forbidden to keep documents or copies of documents that contain information related to your collaboration with the institute.

4. Any innovation, improvement or invention that can reach the fellow must immediately inform the director of IREC keeping said information in the most strictly confidential.

Without prejudice to the rights under current law with respect to intellectual property, the rights for the possible use and commercialization of innovation, improvement or technical invention shall be the property, ownership and management of the Fundació Institut de Recerca en Energía de Catalunya, in accordance with its regulations on Intellectual and Industrial Property dated December 13<sup>th</sup>, 2010.

5. The Institute shall have the right to demand compensation for damages caused by non-compliance with these clauses.

### **3. AID PROGRAM FOR THE ATTRACTION OF THE MASTER STUDENT RESEARCH TALENT**

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This document also aims to establish the support program for Master students who are staying at the Center.

IREC, depending on the human resources needs of each Group and the available baseline resources of each Group, may attract research talent among Master students, granting research grants for Master students, with the objective that they can perform his experimental Master's works at IREC.

IREC may convene a maximum of five annual places for research assistance to Master students.

The only requirement of the student of Master candidate to be able to be a beneficiary of this aid, is to present an average mark during the degree superior to 2.

The aid to the investigation of students of Master will be of 1,250€ for a period of collaboration of one year. IREC will also assume the costs of coverage of insurance appropriate to the activity to be carried out.

In Barcelona, on November 1<sup>st</sup>, 2014.

Jaume Marfà Sánchez  
Economic and Management Director