

## – FREQUENTLY ASKED QUESTIONS –

### Support grants for university departments and research units aimed at the recruitment of pre-doctoral researchers in Catalonia (FI SDUR 2023)

#### A. Requirements for PhD candidates and thesis supervisors

##### 1. Which requirements do I have to meet when applying for FI-SDUR grant?

Applicants for the FI-SDUR grant must have fulfilled the studies which give access to the doctoral programme between the **1<sup>st</sup> of January of 2021 and the date of application submission**.

Alternatively, candidates who at the submission of their applications are matriculated for a Master's degree that would allow them to enrol for the doctoral programme for the 2024-25 academic year may also apply. In the case of directly accessing the doctoral program from undergraduate or equivalent studies, without the need to complete master's studies, these must be completed before the submission of the application

Candidates who after **1<sup>st</sup> of January of 2021** have qualified for a specialization in health sciences within the specialist healthcare training system can also apply.

The period stipulated to finish the studies and for healthcare specialization is extended by three years (1<sup>st</sup> of January of 2018), if between the 1<sup>st</sup> of January of 2018 and the 31<sup>st</sup> of December of 2021 (after completing the studies that give access to the PhD program), has undergone any of the exceptional situations described in call regulations.

Besides, applicants shall not hold a doctorate qualification, and they cannot have benefit for more than 6 months of any other predoctoral contract.

##### 2. Which are the exceptional situations for the extended period to finish the studies?

- Having enjoyed a period of maternity or paternity leave.
- Have been in charge of children under six years old, people with physical, mental or sensory disability, or disabled people who depend on the candidate and require special care.
- Having suffered from a serious illness or having suffered an accident requiring medical leave equal to or greater than 6 months. Minor surgery, outpatient surgery and rehabilitation treatments performed outside the hospital system are excluded.
- Experienced any of the circumstances described in Article of the Gender-Based Violence Act.
- Been recognised as a refugee under the Geneva Convention 1951.

### 3. If I have been selected for an FI-SDUR grant, what requirements must I meet to join the university?

At the time of joining the university, you **must be enrolled** in a PhD programme for the 2024-25 academic year. Both the PhD programme and the department of affiliation must belong to the same university.

Exceptionally, if the period for university registration is not open when candidates join their institution, they can provide the acceptance to the PhD programme and enrol as soon as possible, according to the enrolment calendars of the different universities.

It is important to keep in mind that extensions of the start of the contract may not be allowed under any circumstances if the enrolment to the PhD programme could not be completed within the university registration calendars due to reasons attributable to the candidate.

### 4. Is there any minimum average grade for undergraduate or graduate studies to be eligible for a FI-SDUR grant?

To be eligible for FI-SDUR grants, applicants must provide proof of an average grade for undergraduate studies or the equivalent degree **equal to or greater than 6.50 (scale from 0 to 10)**. This minimum grade refers only to undergraduate studies.

In the case of studies completed abroad, the minimum average grade is calculated under the declaration of equivalences of average grades following the instructions and procedures described in the Ministry of Universities website

[https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia\\_notas\\_medias](https://universidades.sede.gob.es/pagina/index/directorio/Equivalencia_notas_medias).

If the academic file of the studies does not include the description of the evaluation system used by the corresponding university, it will also be necessary to attach, within this same section, the documentation that describes this evaluation system where it is stated, at least, the maximum and minimum qualification within the system and what is the minimum grade to pass.

In any case, candidates are responsible for calculating the equivalences and average grades.

### 5. Can I apply for a FI-SDUR grant to join any university department in the Catalan university system?

No, each FI-SDUR call has a number of places allocated to certain university departments. You can check the departments' list in the call legal text.

If your department does not appear on the department list, you are not eligible for this call.

### 6. Can I apply if I'm on my last master's degree year?

Yes, if you finish your master's degree in the 2023-2024 academic year and can enrol in the PhD programme in the 2024-2025 academic year, you can apply for the grant.

**7. I have completed more than one master's degree. What end date and average grade of studies do I have to include in my application?**

It will only be considered the date of completion of the master's degree that gives access to the PhD programme in which the candidate will enrol.

Regarding the average grade, in your application you only must include the grades of the studies related to your PhD. If you want to leave a record of other studies or qualifications, you can do it in your CV (Annexed document).

**8. And if I have not completed the master's degree that gives access to the PhD, what grade should I indicate?**

In this case, you must calculate the average grade of the completed and evaluated credits that appear in the master's academic record attached to the application. This academic record must be as up to date as possible. This average grade will be only informative and won't be considered for the evaluation and selection of applications, as indicated in the call legal text (section 12.1a).

**9. Can I submit two applications in different departments?**

No, each candidate can submit only one application.

**10. Do I need to be accepted into the PhD program to apply for the grant?**

No, you do not need to be accepted into the PhD program when submitting the application.

**11. What kind of contractual status of the PhD supervisor is eligible to the FI SDUR call?**

Thesis supervisors must be part of the staff or be affiliated to the university departments detailed in section II of the call legal text. This affiliation should ensure sufficient supervision and mentoring of candidates throughout the duration of the grant (3 years).

It is the universities' responsibility to verify the requirements of thesis supervisors. If in doubt, contact the research grants office from your university.

**12. Regarding the Horizon Europe Strategic Plan, I'm not sure where to classify my thesis. Is this classification compulsory to apply for the grant?**

Yes, it is mandatory. The FI-SDUR 2023 call will only fund projects aligned with UE strategic orientations for research and innovation, so your research project must be related to any of the clusters and intervention areas described in the Horizon Europe Strategic Plan (2021 – 2024). You can check the wide list of knowledge areas on the [Horizon Europe Strategic Plan](#).

If, even so, you have doubts about classifying your research project, you can ask your supervisor or contact us.

**13. Regarding the competitive research project, contract or knowledge transfer agreement to which the thesis supervisor must be linked: the additional funding of *Ramón y Cajal* or *Marie Curie* grants for the execution of research activities can be considered?**

No. Neither support grants to groups recognized by the Government of Catalonia (SGR) nor grants to incorporate research staff are considered competitive research projects.

**14. Can thesis supervisors submit more than one FI SDUR application with different PhD candidates in this call?**

No, each thesis supervisor may only appear in one application for FI SDUR 2024 call.

## B. Application submission

**15. In which language must be written the annexed document to the application form?**

The application documents can be written in Catalan, Spanish or English.

**16. Do I need a digital signature or certificate to apply?**

No, you don't. If you don't have a digital signature or certificate you can apply through the option "Sol·licitud sense certificat digital".

### 17. Can I include a thesis co-supervisor in the FI-SDUR 2023 application?

No, you can only include one thesis supervisor in your application, which will be the person who will have to fulfil all the requirements.

### 18. Where should I attach my master's degree grades transcript in the application form?

In the section of the application form entitled "Documentació annexa", you will find two spaces where you can attach both the degree transcript and the master's transcript.

### 19. Which documents should I attach to the application form?

- An **annexed document** which includes a brief curriculum of the PhD candidate, a summary of the project and its scientific objectives, and a technical report with a summary of the training activities that are expected to be achieved throughout the three-year duration of the grant. The model for this attached document will be available on AGAUR website during the application period.
- If necessary, a **document certifying the awarding of the research project, contract or agreement** to which the thesis supervisor must be linked. This document must include the title of the project, the funding amount, the start and end dates and the list of members where the thesis director is mentioned. **It is only necessary to attach this document if the project or contract has been awarded to an entity other than the university of affiliation.**
- The **undergraduate academic transcript** or the equivalent studies **and master's studies transcript** that provide access to the PhD program. These transcripts must include the date of the title obtaining and the average grade.
- If the studies have been completed outside of the Spanish university system, the **statements of equivalences of the average grades** must be also submitted. To obtain this document you should access the [webpage of the Ministry of Universities](#) and access the online service (you must register previously). Then, you should fill in the form following the [instructions](#) and the [equivalence scales](#) for the different countries. The form will automatically calculate the final average grade and will allow you to download the results, which must be attached to the application form in pdf format. If the academic file of the studies does not include the description of the evaluation system used by the corresponding university, it will also be necessary to attach, within this same section, the documentation that describes this evaluation system where it is stated, at least, the maximum and minimum qualification within the system and what is the minimum grade to pass.
- If necessary, a copy of the corresponding **supporting documentation relating to any exceptional situations** stated in the call and described in question 2 of this document.

**20. Once I have submitted my application, do I have to initiate any other procedure in the second phase (confirmation of applications by universities?)?**

No, you don't have to carry out any other procedure. Universities and research centres are responsible for confirming or rejecting your application.

**21. I had technical issues while submitting the application. What can I do?**

If you submitted the application using a digital certificate or signature and it returned an error, please try to submit it without the digital certificate.

If you're having trouble attaching documents to the application form, please check the total size (up to 5 MB), the format (pdf), and the file name (use short names without special characters).

If technical issues persist, please contact AGAUR for assistance. You can also check the meaning of the errors codes in the webpage [Support to processing](#).

Please note that applications will not be accepted after the deadline for applications; we recommend that you prepare and submit the application well in advance. Once the application has been successfully sent, the "Tràmits" portal will generate a receipt.