

Doctoral

INPHINIT Fellowships Programme

CAIXAFELLOWSHIPS

"LA CAIXA" DOCTORAL FELLOWSHIPS INPHINIT - RETAINING AT RESEARCH CENTRES AND UNIVERSITIES IN SPAIN AND PORTUGAL

"LA CAIXA" FELLOWSHIPS

2019 CALL FOR APPLICATIONS



"la Caixa" Foundation

"LA CAIXA" FELLOWSHIPS

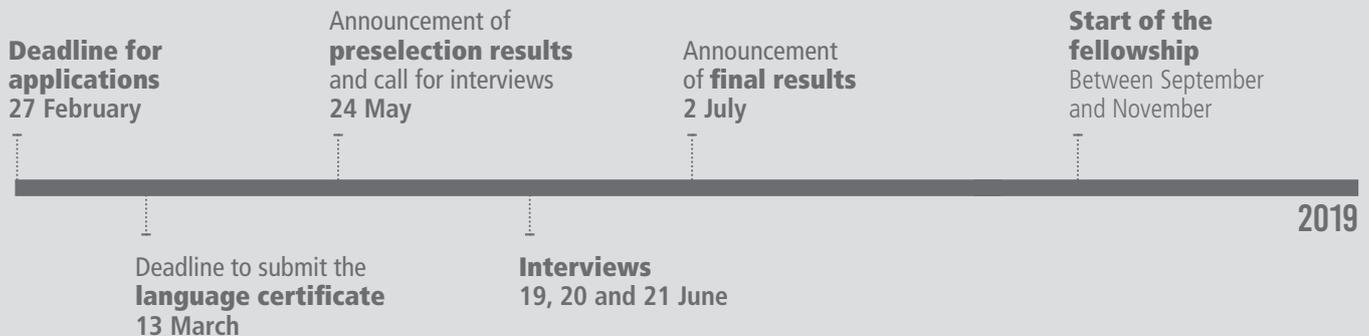
"LA CAIXA" DOCTORAL FELLOWSHIPS INPHINIT - RETAINING AT RESEARCH CENTRES AND UNIVERSITIES IN SPAIN AND PORTUGAL

INTRODUCTION

"la Caixa" Banking Foundation, which firmly believes that scientific progress, research, mobility and professional qualification are key to the development of society, is launching a doctoral fellowship programme for researchers of **any nationality at any university or research centre in Spain or Portugal**.

Furthermore, these fellowships are intended to provide researchers with comprehensive training skills that will expand their possibilities for development in their professional careers, not only in the academia, but also in industry and entrepreneurship.

TIMELINE



1

CALL FOR APPLICATIONS

- 1.1.** "la Caixa" Banking Foundation is offering **30 fellowships** to take up official doctoral studies at any university or research centre in Spain or Portugal.
- 1.2.** The call for applications covers **all areas of knowledge** and is aimed at individuals who fulfil the requirements to be admitted into a doctoral degree programme, provided that they also fulfil the mobility requirements and that they have not previously enrolled in the doctoral studies applied for.
- 1.3.** Fellows should start at the host institutions **between September and November 2019**. Nevertheless, in duly justified cases, this can be delayed until 31 January 2020.
- 1.4.** The fellowships have a **maximum duration of three years**. Having said that, they are granted for one year and in all cases include the possibility of two renewals, provided that the follow-up reports requested on an annual basis are favourable. If the thesis defence takes place before the three years of the fellowship are up, the fellowship will end the day after the defence.
- 1.5.** The call for applications opens on the date it is published and closes on **27 February 2019 at 2:00 p.m.** (Central European Time - CET).

2

FELLOWSHIP AMOUNT

- 2.1.** The maximum total payment amount will be 122,592 euros, as broken down below:
 - » Three annual payments of 34,800 euros. The amounts corresponding to the Social Security contributions payable by the employer (in this case, the host institution), as well as any other compulsory fee, whether current or that may be provided for in a future legal framework, will be deducted from the yearly gross amount of 34,800 euros to be received by the fellow.
 - » 3,564 euros per year, as an additional amount for conferences, courses, research stays, consumables, equipment, charges for the use of intellectual property, etc. This additional amount will be managed by the centre for the benefit of the fellow and must be justified separately.

"la Caixa" Banking Foundation will award a prize of 7,500 euros, which will be paid in the fourth year, **should the fellow be able to deposit their thesis within 6 months after the third year of their fellowship has ended.**
- 2.2.** "la Caixa" Banking Foundation will sign an agreement with the host institution, which will receive the fellowship payment directly. This must be wholly allocated to cover the amounts arising from Social Security contributions and other required corporate expenses payable by the employer, as well as the fellow's gross stipend and the additional amount.
- 2.3.** The employment relationship between the fellow and the research centre must comply with the provisions of current legislation at any time.

3

COMPLEMENTARY TRAINING

In addition to the financial support, the fellowship includes a training programme on transversal skills, which has been specially designed by leading international institutions in the sector.

This programme includes aspects such as technology transfer, entrepreneurship, commercialisation of innovation, intellectual property, leadership, creativity, communication skills, teamwork, personal development, planning, assertiveness and networking.

Three classroom-based sessions will be held: at the start of the fellowship, during the second year, and during the third year. Each session will last between 3 and 5 days, and attendance is mandatory for all fellows from the same call, regardless of their discipline. "la Caixa" Banking Foundation will cover all costs for these sessions, as well as the fellows' accommodation and travel expenses.

4

REQUIREMENTS FOR APPLICANTS

4.1. Nationality

Young researchers of **any nationality** are eligible to apply for the "la Caixa" doctoral fellowship programme INPhINIT– Retaining.

4.2. Studies pursued

All individuals who hold a higher education degree, which allows them to enroll in an official doctoral degree programme in accordance with the regulations in force, and who have not previously enrolled in the doctoral studies applied for, can submit an application. Therefore, at the time of recruitment, candidates must comply with one of the following options:

- » To have completed the studies that lead to an official university degree in the European Higher Education Area awarding **300 ECTS credits**, of which at least **60 ECTS credits must correspond to master level**.
- » To have completed a degree in a university not adapted to the European Higher Education Area that gives access to doctoral studies. The verification of an equivalent level of studies to the ones mentioned above will be made by the university when the **admission to the doctoral programme** procedure starts. **Should this verification not be successful, the fellowship would be withdrawn.**

4.3. Knowledge of languages

Applicants have to accredit their knowledge of the English language with one of the following certificates:

- » University of Cambridge: First Certificate in English (grade A or B), Certificate in Advanced English or Certificate of Proficiency in English.
- » IELTS (minimum score: 6.5, in the Academic or General Training versions).
- » TOEFL (minimum score: 83 for Internet-based tests).
- » B2.2 level or higher in the *PAI online* (online English accreditation test), a certificate issued by the School of Modern Languages (EIM) of the University of Barcelona.
- » Certificate of Competence at the Advanced Level (pre-Bologna Process) or Certificate of B2 Advanced Level (Bologna Process), completed and passed, from Official Language Schools in Spain.

To accredit foreign language proficiency level, it is essential to submit any of the certificates mentioned above. **Under no circumstances will any other certificate be accepted**, despite being issued by the same organisations and/or accredit equivalence with any of the accepted levels.

Candidates who are nationals of any of the countries listed below, as well as applicants who have pursued their bachelor's studies (minimum of 3 years) or postgraduate studies (minimum of 2 years) at any of these countries are **exempt from submitting the English language proficiency certificate**:

- | | | |
|-----------------------|-----------------|------------------------------------|
| » Antigua and Barbuda | » United States | » United Kingdom |
| » Australia | » Grenada | » Saint Vincent and the Grenadines |
| » Bahamas | » Guyana | » Saint Kitts and Nevis |
| » Barbados | » Ireland | » Saint Lucia |
| » Belize | » Jamaica | » South Africa |
| » Canada* | » Malta | » Trinidad and Tobago |
| » Dominica | » New Zealand | |

**Applicants who submit transcripts of academic records from Canada do not need to submit the English language proficiency certificate provided that their transcript of academic records shows that English was the language of instruction.*

4.4. Research experience

On the deadline for applications, applicants must be in the **first four years** (full-time equivalent research experience) **of their research careers and not yet have been awarded a doctoral degree**, or being in a position to apply for it.

4.5. Mobility

- » **4.5.1.** Candidates who wish to join a **Spanish** centre or university **must have resided** or carried out their main activity (work, studies, etc.) in **Spain** for **more than twelve months in the three years** immediately prior to the deadline for applications.

Candidates who wish to join a **Portuguese** centre or university **must have resided** or carried out their main activity (work, studies, etc.) in **Portugal** for **more than twelve months in the three years** immediately prior to the deadline for applications.

Short stays, such as holidays, done in a country other than their country of usual residence (where they carried out their main activity), will be considered as time spent in their country of usual residence.

- » **4.5.2.** Candidates who are awarded a fellowship must take up the doctoral studies at a university or research centre where they have not taken up bachelor's studies before.

5

APPLICATION AND DOCUMENTATION

- 5.1.** Candidates should apply using the online application platform available in the “Fellowships” section on the “la Caixa” Foundation website.

On this platform, the different pages of the application form clearly specify all information and documentation that must be provided to complete an application to this fellowship programme.

The application must be completed entirely in English.

- 5.2.** Information provided by the candidate in the “Studies to be pursued” section will be understood to be provisional and strict abidance to it is not called for should the fellowship be awarded.

The candidates who are finally chosen as fellows will have a reasonable period of time in which to confirm their interest in the research group, centre, department, or university that they specified as their first choice. During this time, they can also explore other alternatives that may better suit their personal goals.

In any case, should the work of the group finally chosen by the candidate to carry out their training as a researcher be different from what was originally stated in their application, it cannot stray too far from it in terms of content or discipline.

The candidate must reach an agreement with the research group that they finally choose, by virtue of which the centre or university in which this group is registered will hire the fellow with the funds provided by “la Caixa” Banking Foundation.

- 5.3.** Using the application platform, candidates must also carry out the formalities to obtain, prior to the deadline for applications, **at least three reference letters** from university professors or other relevant individuals with whom they have had contact either academically or professionally. It is advisable for candidates to contact them as soon as possible to let them know that “la Caixa” Banking Foundation will get in touch with them through an online procedure. This procedure makes it possible to request and attach up to five reference letters to the application form, provided that they arrive before the deadline for applications (27 February 2019). **The reference letters must be written in English.**

These reference letters are confidential. Under no circumstances may candidates request access to their contents nor “la Caixa” Banking Foundation provide it, whatever the final results of the selection process for this fellowship programme.

- 5.4.** Candidates should include the transcripts of academic records for the studies that make them eligible for a doctoral programme (bachelor’s compulsorily, and master’s degree if applicable):

- » **5.4.1.** If the studies that make them eligible for a doctoral programme were pursued or are being pursued in a country inside the **European Higher Education Area (EHEA)**, the academic certificate for these studies with the current status must be attached upon submitting the application. The student’s name and surname(s), the university, the studies pursued, and all subjects and scores, year by year, must appear.

If these studies have been completed by the deadline for applications, the **total number**

of credits for the degree and the credits awarded must also appear. It is preferable for this certificate to be in the Diploma Supplement format. Should this information not appear on the transcript of academic records, the degree (or the request for diploma) should also be submitted.

In addition, if the candidates have any other official university degrees (bachelor's, master's, etc.), the corresponding transcripts of academic records can be added to the same document.

- » **5.4.2.** If these studies were pursued in a country **outside the European Higher Education Area (EHEA)**, the complete transcript of academic records must be attached. In addition, it is compulsory to attach an explanatory document to verify that the studies pursued by the candidates **make them eligible for a doctoral programme in the country where they took up these studies**. This document may be an official explanation of the country's educational system issued by their university or published on their website, or the admission requirements for the doctoral programme at their university. In any case, if a candidate is awarded a "la Caixa" doctoral INPhINIT Retaining fellowship, the Spanish or Portuguese host university will verify the equivalence of the candidate's studies in relation to the degrees in the Spanish or Portuguese educational system which give access to the doctoral programme in Spain or Portugal. **Should this verification not be satisfactory, the fellowship would be withdrawn.**
"la Caixa" Banking Foundation reserves the right to request an explanatory document to any candidate in case deemed necessary to clarify his/her academic situation.

- 5.5.** Documents uploaded to the application platform in PDF format must be clear and legible. Similarly, each page of the original document must correspond to a page in the PDF document.
- 5.6.** If the documents uploaded to the application platform were issued in a language other than English, **a translation into English**, which can be done by the candidate, must be attached.
- 5.7.** The application platform makes it possible to finalise an application even though it does not include accreditation of the English proficiency level by the deadline for applications (27 February 2019 at 2:00 p.m., Central European Time - CET). In this case, the applicant should likewise finalise and send the application before the established deadline, but they have until 13 March 2019 at 12:00 midnight (Central European Time - CET) to submit the accreditation, which must be appended to their application in PDF format, directly through the application platform.
- 5.8.** The applicants who wish to do so, and particularly those in the artistic disciplines, may include a web address showing their works or portfolio in their application.

6

SELECTION PROCESS

The evaluation and selection of applications will be carried out taking into consideration the European Science Foundation's recommendations published in the *Peer Review Guide* and are awarded on a competitive basis. The members of the shortlisting and selection committees choose the candidates who, in their opinion, accredit superior merits and capabilities.

6.1. The process is comprised of three parts:

- » **a. Eligibility screening:** all applications received are screened and applications that do not fulfil the criteria published in the application for fellowship rules are rejected.

Should an application not fulfil the formal requirements of the call for applications, "la Caixa" Banking Foundation will send a notification by e-mail specifying the reason for its rejection.

Depending on the number of eligible applications, during this stage, selection may be based on the final mark obtained for the bachelor's studies.

- » **b. Remote evaluation (preselection):** each of the applications that pass the screening is sent to an evaluation panel made up of two or three professors or researchers with broad experience in the discipline of the application and an extensive list of publications and/or contributions within this field. The applications that receive the highest scores from each panel will pass to the next stage.

"la Caixa" Banking Foundation will notify candidates whether they have been shortlisted or not by e-mail on 24 May 2019.

- » **c. Face-to-face evaluation (final selection):** the candidates whose applications have passed the shortlisting stage will be called in for a face-to-face interview before a multidisciplinary selection committee, made up of professors and researchers with extensive experience in selection processes by peer review.

The interviews with the selection committee will be held in Barcelona on **19, 20 and 21 June 2019**. For the purpose of carrying out the same evaluation procedure for all shortlisted candidates, all interviews will be entirely in English and conducted face to face: **they cannot be conducted over the telephone nor using any other audiovisual means.**

The dates scheduled for the selection interviews or for the notification of the results may be subject to change due to organisational reasons. In case this occurs, candidates will be immediately notified by e-mail.

Should attending the interview entail travel and/or accommodation expenses greater than 15 euros, candidates may request compensation of up to 100 euros. Transport tickets (train, plane, bus) must have been purchased after they were called in for the interview and must be for the days immediately preceding and following the interview.

6.2. The rating criteria that govern the preselection and the selection stages can be viewed in the [Evaluation of applications](#) section of the "la Caixa" Fellowships Programme webpage.

7

REDRESS PROCEDURE

- 7.1.** Within seven calendar days from the date the rejection notification is sent, candidates may submit redresses by sending an e-mail to fellowships@fundacionlacaixa.org, which must include an explanatory text together with the documents that the candidate deems appropriate.
- 7.2.** Redresses will be resolved by a redress committee. Resolutions will be sent by e-mail within 10 calendar days from the date of receipt of the redress.
- 7.3.** The redress procedure is strictly confidential.
- 7.4.** The technical or scientific appraisal of the evaluators cannot be called into question. The selection and evaluation processes themselves ensure the independence and the objectivity of the evaluation.

8

NOMINATION OF CANDIDATES AND CHOICE OF RESEARCH CENTRE OR UNIVERSITY

- 8.1.** The final list of candidates chosen as fellows, as well as the candidates on the reserve list, when applicable, will be published with their names and surname(s) on the "la Caixa" Foundation website on **2 July 2019**.
- 8.2.** Should there be any fellowships declined, these will be offered to the candidates on the reserve list, according to the order established in each case.
- 8.3.** This call for fellowship applications can be declared void for one, some, or all of the fellowships, if so proposed by the selection committee to "la Caixa" Banking Foundation.
- 8.4.** To be admitted as fellows, candidates must start at the research centre or university no later than **30 November 2019**. In duly justified cases, this can be delayed until 31 January 2020 at the latest. Once this date has passed, the fellowship may no longer be availed of.
Once an agreement has been reached, the centre or university will hire the fellow with the funds provided by "la Caixa" Banking Foundation.
- 8.5.** The fellow must enrol in a doctoral programme at a Spanish or Portuguese university. Eligible doctoral programmes must be adapted to the European Higher Education Area and regulated, in the case of Spain, by the Royal Decree 99/2011 of 28 January, and in the case of Portugal, by the Decree law 57/2016 of 29 August.
- 8.6.** To be considered fellows, **selected candidates must obtain the admission to the doctoral programme for which they applied for**. If not, they will lose the right to the fellowship.

9

INCOMPATIBILITIES

- 9.1.** Candidates may only apply for a fellowship for one of the four programmes included in the 2019 call for applications: the programme for postgraduate studies at European universities, the programme for postgraduate studies at universities in North America and the Asia-Pacific region, or one of the two doctoral INPhINIT programmes.
- 9.2.** Individuals who have already enrolled in the same doctoral studies prior to the 2019-2020 academic year and who have already paid the corresponding fees cannot apply for this programme.
- 9.3.** Holding a doctoral degree or being in a position to apply for it before the fellowship period disqualifies a candidate from applying for this programme. Likewise, where applicable, availing of the fellowship will no longer be possible once the fellow obtains the doctoral degree or is in a position to apply for it.
- 9.4.** These fellowships are exclusively for attendance-based studies, that is, to train and research on the university or research centre's facilities, with fellows completely devoting themselves to their studies on a full-time basis.
- 9.5.** Individuals who have already availed of a postgraduate fellowship from "la Caixa" Banking Foundation or individuals who were previously awarded a fellowship, but declined it without any duly justified circumstance of illness or a reason of force majeure cannot apply for this fellowship. In both cases, they will only be able to apply for another fellowship from "la Caixa" Banking Foundation under the Junior Leader postdoctoral fellowship programme.
- 9.6.** If candidates cannot attend the final interview which they have been called in to, they must notify "la Caixa" Banking Foundation of this well in advance so it can offer their place to another applicant. Otherwise, they will not be able to submit applications to other calls, unless they can provide reasonable grounds for their nonappearance.
- 9.7.** Under no circumstances may applicants contact the experts who are taking part or have taken part in the selection processes of this call for applications to ask them for information regarding the status of their application or any other aspect related to the selection process. Should this occur, the candidate will be disqualified from this and future selection processes.
- 9.8.** Should the university or research centre offer the fellow the opportunity to teach classes on a paid basis, they should notify "la Caixa" Banking Foundation of this as far in advance as possible. The amount received for this may be deducted from the fellowship amount. Generally speaking, and without prejudice to a personalised study and decision on a case-by-case basis, devoting more than 60 hours per year to teaching duties will not be authorised.
- 9.9.** These fellowships are incompatible with any other paid work, grant, or financial aid from any other organisation, unless expressly authorised by "la Caixa" Banking Foundation.

10

MANAGEMENT OF THE FELLOWSHIP AND OBLIGATIONS OF FELLOWS

- 10.1.** The applicants who are awarded a fellowship must be a current account or bankbook holder at any CaixaBank or Banco BPI branch office, when applicable, which is where the monthly payments and any other amount included in the fellowship will be deposited to.
- 10.2.** The fellow's affiliated research centre or university will manage and administer the amounts that "la Caixa" Banking Foundation allocates each year for the fellowship.
- 10.3.** At the request of "la Caixa" Banking Foundation, the chosen candidates must accredit, through original documents or certified photocopies of them or verification via their university's official website, the files attached to their applications. Likewise, "la Caixa" Banking Foundation may ask them for the original certificates confirming any information mentioned in their curriculum vitae.
- 10.4.** At the request of "la Caixa" Banking Foundation, and for the purpose of ensuring fulfilment with the terms and conditions of the fellowship, fellows must provide all academic and economic information related to their contracts that "la Caixa" Banking Foundation deems necessary or they must authorise the research centre where they are doing their doctoral degree to provide it.
- 10.5.** Fellows undertake to complete the doctoral studies covered by the fellowship and upon finishing them, will send "la Caixa" Banking Foundation a copy of their doctoral degree by e-mail.
- 10.6.** The research project carried out by the fellow must comply with the EU's ethical principles, Spanish and international legislation applicable in this field, as well as the Charter of Fundamental Rights of the European Union.

11

PRIVACY POLICY AND DATA PROTECTION

- 11.1.** "la Caixa" Banking Foundation fully complies with current legislation in terms of personal data protection.
- 11.2.** All personal data pertaining to fellowship applicants which is included in the documents referred to in these rules will be processed by "la Caixa" Banking Foundation to manage and process the application, service or enquiry made by the applicants; send them information—including by electronic means—about similar activities; meet with the legal obligations under which it is subject to; and, if so desired by the applicant, send

them communications—including electronic ones—about other activities offered by it which are suited to their profile. To learn more about the authorisations granted and how applicants can exercise their rights, please read the “Personal Data Processing” document on the online application platform.

12

NOTES

- 12.1.** The deadlines and times included in these rules are in the local time of Peninsular Spain (Central European Time - CET).
- 12.2.** The submission of an application for these fellowships implies all candidates’ express acceptance of these rules, as well as the criteria and decisions that “la Caixa” Banking Foundation may make in case of any doubts regarding how to interpret the requirements and terms and conditions contained herein.
- 12.3.** Detection of any noncompliance with these rules, regardless of when this occurs and the status in which the application is found within the shortlisting, selection, fellowship award process, will result in automatic cancellation of the application or the fellowship, should it have been already awarded.
- 12.4.** Should the fellow not fulfil the obligations stipulated in these rules, or any other obligation included among the terms and conditions of the fellowship, “la Caixa” Banking Foundation reserves the right to act as it deems appropriate, including requesting reimbursement of the amounts received. The fellow will not be able to apply for another fellowship in future calls or any of the fellowship programmes of “la Caixa” Banking Foundation.

www.obrasociallacaixa.org



"la Caixa" Foundation