

**"CALL FOR FELLOWSHIPS FOR THE TRAINING OF  
RESEACH STAFF AT THE UNIVERSITY OF THE BASQUE  
COUNTRY TO BE JOINTLY SUPERVISED BETWEEN THE  
UNIVERSITY OF THE BASQUE COUNTRY AND THE  
UNIVERSITIES INTEGRATED INTO THE IDEX BORDEAUX  
2016"**

**FREQUENTLY-ASKED QUESTIONS**

***Updated on 17/06/2016***

**IMPORTANT:** *Due to the volume of requests, please read this list of frequently-asked questions that will be constantly updated until 22 July 2016, prior to contacting staff from the Vice-Rectorship of Research.*

*In the event that you cannot find the answer to your query in this document, please contact [pre-postdoc.dgi@ehu.eus](mailto:pre-postdoc.dgi@ehu.eus) writing "UPV/EHU-UBX Call" in the email subject line.*

**AREAS OF KNOWLEDGE**

**Is this call open to all knowledge areas?**

No. Applicants must circumscribe any of the "Topics and ongoing collaborations" between the two universities agreed as described in Annex I of the call conditions. Applications that do not comply with these conditions will not be included.

**AFFILIATED CENTRE**

**Is it possible to apply for this fellowship to do a thesis in a centre not belonging to the University of the Basque Country, such as a company or research centre outside the university?**

No. As indicated in Condition 2.3 of the call: "*The beneficiary will join a department, institute or centre of the University of the Basque Country, where he/she will develop his/her PhD thesis*".

**YEAR OF COMPLETION OF STUDIES**

**I am studying the last year of my degree providing direct access to a PhD programme without the need to do a master degree. Can I participate in this call?**

Yes. However, in the event of being selected, you must accredit enrolment in a PhD programme, prior to signature of the contract.

**Is the year of completion of the master degree counted in terms of compliance with the requirement of Condition 3.3?**

No, except in cases where the person has completed a technical engineering, diploma qualification, etc. In any other other cases, this condition refers exclusively to Honour Degree, Engineering, Architecture and Degrees or equivalent, that must have been completed in June 2013 or later.

**Is the date of accreditation of the qualification is taken into account in order to comply with the requisites of Condition 3.3?**

No, not even in the event where the accreditation involves the obligation to study new subjects. For the purpose of Condition 3.3, the date of completion of the course will be considered the one when it was completed in the candidate's country of origin.

## **MASTER DEGREE**

**How can I accredit completion of the master degree in the application deadline?**

This is not necessary. The applicant only needs to accredit enrolment onto a PhD programme in the event of being selected for the fellowship, to take place prior to signature of the contract.

**I will not be able to complete the master degree until September or October. Can I submit my application already?**

Yes. Enrolment onto a PhD programme must be submitted, prior to the signature of the in the event of being selected for the fellowship.

**Is it necessary to submit the academic certification of the master degree?**

No, certification is only required for Degrees, Honours Degree, Architecture and Engineering qualifications.

## **PHD PROGRAMME**

**How can I know if I comply with the requisites to enrol onto a PhD programme?**

You can check your status at the Master and PhD School (MDE).

**I still have not enrolled onto any PhD programme. Can I participate in this call and formalise my enrolment within the period to be opened between September and October?**

Yes. All that anyone selected needs to do is to submit the proof of enrolment at the time of signing the contract.

**Can I submit an application in this call if I am enrolled onto a PhD programme?**

Applications are accepted from people that are studying a PhD programme. In the event of receiving the fellowship, any time that you have already completed studying will be discounted from the maximum duration of the contract (3 years).

**Do I have to accredit being enrolment onto the PhD programme when submitting the application?**

No. We only request this documentation from people selected for the fellowship and as an essential requisite prior to signature of the contract.

**How can I enrol onto a PhD programme?**

You can contact the Master and PhD School (MDE) directly and/or check the instructions on its website: <http://www.ehu.eus/es/web/mde/doktorego-programan-izena-ematea>

**THESIS SUPERVISOR**

**What are the requisites that must be complied with by people co-supervising a thesis at the University of the Basque Country in order to support an application in this call?**

They should be part of a PhD programme at the University of the Basque Country, with a working, public service or statutory relationship with the University of the Basque Country from the time of submitting the application and throughout the duration of the contract awarded and have completed an active six-year period of research or equivalent positive assessment.

**Is the submission of an application in this call by a thesis supervisor incompatible with other predoctoral fellowships granted in previous years?**

No. Incompatibility only applies to applications submitted in the 2016 call.

**What is the maximum number of thesis supervisors that can appear on an application?**

Each candidate may have a maximum of two thesis supervisors: one at the University of the Basque Country and another at the universities integrated into the Idex Bordeaux.

**In what cases should co-supervisors belonging to universities integrated into the Idex Bordeaux submit the document "Annex II"?**

In all cases.

**Can the same number of supervisors submit more than one application in this call?**

No. Furthermore, the failure to rectify this situation may lead to the exclusion of all applications affected.

**Can any person who does not have a contractual, public service or statutory relationship with the University of the Basque Country appear as a University of the Basque Country co-supervisor?**

No.

**How can I know if someone supervising my thesis has completed a six active years' experience?**

Check with them directly.

**How can I know if someone supervising my thesis that I have selected belongs to a University of the Basque Country PhD programme?**

Check it at the following link:

<http://www.ehu.es/es/web/estudiosdeposgrado-graduondokoikasketak/doktorego-eskaintza-ikaskle-berriak>

## **FEATURES OF THE CONTRACT**

**What are the features of the contracts offered?**

The contracts fall into the scope of Article 21 of Law 14/2011, dated 1 June, on Science, Technology and Innovation aimed at the completion of PhD thesis. The contract will have a duration of one year, extendible for a further 2 years. The gross payment will be 15,971 euros in the first year, 17,112 euros in the second year and 18,538 euros in the third year, spread out over 14 monthly payments.

**When would my contract commence?**

The contracts are formalised from January 2017.

**Is this contract compatible with other ones?**

No. This contract is of a full-time nature that cannot be combined with others inside or outside the University of the Basque Country.

**Can I submit an application if I am already availing of a predoctoral fellowship under the Staff Researcher Statute regulated by Royal Decree 6/2006 dated 27 January?**

No.

## **SUBMISSION OF APPLICATIONS**

**Can I submit the electronic signatures of the thesis supervisors, etc?**

Digital signatures are only accepted when done through any of the following systems: DNI-e (electronic Spanish identity card document), electronic certificate recognised by the public administrations etc. Scanned signatures will not be accepted on documents required in paper form under any circumstances. In this case, the original handwritten signatures will be required within the rectification period.

**Can I make my application through the Ikertu Online application?**

No, the application is not operational for this call.

**Curriculum data of both the person supervising the thesis as well as the applicant is required on the application form, as well as the submission of their CVs. Do both items need to be submitted?**

Yes. In order for the application to be accepted for assessment, it must be completed in all its terms and contain all the documentation requested in paper and digital form.

**Do I need to go to the University of the Basque Country in order to deliver the documentation in paper form?**

No. The candidate can also send the application until the 27 of May (inclusive) from any Post Office. This involves sending the documentation in an unsealed envelope and ensuring that the Post Office staff stamp the first sheet of the application, thus indicating the date of submission of the same. The documentation must then be sent by registered post to the following address:

*Universidad del País Vasco/Euskal Herriko Unibertsitatea  
Vicerrectorado de Investigación  
Sección Convocatorias de Investigación  
Edificio Rectorado  
Barrio Sarriena,s/n  
48940 Leioa (Bizkaia)*

**Can my application be delivered by a family member or friend?**

Yes.

**Where are the University of the Basque Country's Registration offices located and what are their opening hours?**

All information related to the Registration offices can be checked at the following link: <https://www.ehu.eus/es/web/idazkaritza-nagusia/upv/ehuko-erregistro-orokorraren-ordutegia>

**What time do the Registration Offices remain open until on the 22 July, the final day for submission?**

The Registration offices will close on 1pm on this day.

**Could my application be rejected if I fail to deliver all documents within the specified time frame?**

No, provided that the first page of the application is stamped within the time frame. The Vice-Rectorship of Research will then publish a rectification list, with a period of 10 days to submit any that are outstanding. No additional documentation can be submitted after this period, and any that may not have been submitted may not be claimed. Therefore, any incomplete applications will be deemed to be withdrawn.

**DOCUMENTATION TO BE ATTACHED**

**Do I need to attach all accreditation documentation relating to all qualifications mentioned on the CV?**

No documentation other than what is indicated in Condition 10 of the call needs to be submitted. However, all original certificates must be submitted in the event of receiving the fellowship.

**Do certified or original documents need to be delivered?**

No, photocopies can be submitted. In the event of receiving the fellowship, all originals must be submitted for verification prior to signature of the contract. If the qualifications stated cannot be accredited or are not submitted, the person is understood to be turning down the fellowship.

### **In which cases does the ANECA academic grade average certification need to be submitted?**

This will only be required in cases where applicants have studied abroad. The Certification may be requested at the following link:

[https://notasmedias.aneca.es/anonymous\\_requests/new](https://notasmedias.aneca.es/anonymous_requests/new)

The processing cost is 20 euros + VAT.

## **ETHICS COMMITTEE REPORTS**

### **Do I need to attach the favourable report from the corresponding Research Ethics Committee at the time of submitting the application?**

No. However, you must tick the option corresponding to your thesis project on the application. In the event of receiving the fellowship, this must be submitted prior to signature of the contract.

### **Where can I request the favourable report of the Committee if this is required at a later date?**

You can perform this online by clicking [here](#).

## **LANGUAGES**

### **What language can I submit my application in?**

In Basque, Spanish, English or French.

For applications drafted in Basque or French, a document with the English or Spanish translation of the following sections must also be submitted:

- a. Background and current status of the subject under research and bibliography.
- b. General objectives of the research
- c. Research objectives and methodology to be performed.
- d. Scientific qualification of the research thesis supervisor.
- e. Availability and quality of infrastructure needed for research.
- f. Applicant's experience.
- g. Other aspects that you wish to describe.

For applications drafted in Spanish a document with the English translation of the following sections must also be submitted:

- a. Background and current status of the subject under research and bibliography.
- b. General objectives of the research
- c. Research objectives and methodology to be performed.
- d. Scientific qualification of the research thesis supervisor.
- e. Availability and quality of infrastructure needed for research.
- f. Applicant's experience.

## **PROCESSING THE CALL**

**When will the list of provisional accepted and excluded applications be published for their assessment?**

The list will be published on 5 September on the website of the Vice Rectorship of Research and anyone whose application has been provisionally excluded will have a period of 10 days in order to rectify the errors and submit the documentation requested.

**What documentation must be submitted within the rectification period?**

Only those shortfalls indicated may be rectified, and applications may not be completely replaced or any documentation that has not been requested submitted.

**When will the call be closed?**

The call will be closed within six months from the publication of the same.