"LA CAIXA" FOUNDATION PRE-DOCTORAL CONTRACTS AT THE UNIVERSITY OF THE BALEARIC ISLANDS

The central aim of "La Caixa" Foundation has always been to contribute to the bettering of human potential, and this includes fostering social development through scientific progress, research, and increasingly internationalised professional qualifications. Sharing as it does such aims with the University of the Balearic Islands (henceforth UIB), the "La Caixa" Foundation now presents a pre-doctoral contract programme addressed to candidates **from EU countries other than Spain wishing to complete a PhD from the UIB**.

1. Call for applications

1.1. 1 pre-doctoral contract is offered to complete a PhD degree within the framework of any of the PhD programmes currently offered by the UIB.

1.2. The beneficiary of the pre-doctoral contract will become a UIB PhD candidate before the end of 2015.

1.3. This call for applications will open on the day of its publication. Applications can be submitted until 30 October 2015.

1.4. The pre-doctoral contract will be in force for one year but it can also be extended annually up to a limit of four years, budget permitting, provided that the UIB's Doctoral School (henceforth EDUIB) receives positive reports on the beneficiary's progress.

2. Candidates

2.1 Must be EU nationals from any country other than Spain.

2.2 Should not have ever registered as PhD candidates within any PhD programme before the 2014-2015 academic year.

2.3 Must meet the UIB PhD programme access criteria according to the current regulations, or else be able to meet them by 30 October 2015. Should the candidate be finally selected and found not to meet the abovementioned criteria, s/he will be automatically excluded.

In general, PhD candidates should hold a Bachelor's degree (or equivalent) and a Master's degree. Additionally, and for the purposes of the present call for applications, according to the current regulations, candidates may also apply if:

a) They hold an official Spanish university degree (or from any other European Higher Education Area member country) meeting Master's degree access criteria, and have completed at least 300 ECTS at university (at least 60 of which being at Master's level).
b) They hold a foreign university degree (not necessarily homologated), provided the UIB has previously checked that the aforementioned degree is equivalent to the level of training provided by official Spanish Master's degrees, and meets PhD entry criteria in the issuing country.

3. Admission to a PhD Programme

The granting of the contract to the selected candidate will be conditioned to his/her being admitted to the UIB PhD Programme of their choice.

4. Beginning of studies

The elected candidate will start his/her PhD studies in 2015.

5. Application and documentation

5.1 Applications are made online through the application app candidates will find in the 'Grants' (Beques) section of the EDUIB website. The app makes very clear reference to the information to be provided in order to successfully apply for a pre-doctoral contract.

5.2 Candidates will be asked to provide, inter alia, the following data:

5.2.1. Personal data.

5.2.2. The UIB PhD Programme within which the candidate's thesis is to be developed.

5.2.3. A short letter concerning the academic and personal motivation that has led the candidate to apply for the pre-doctoral contract. The letter should be specific and clearly reflect the candidate's personal views.

5.2.4. The candidate's academic and professional CVs, if applicable.

5.2.5. A proposed PhD supervisor. Once all the candidate's information has been submitted, the UIB will contact both the President of the relevant PhD Programme Academic Commission and the candidate's proposed PhD supervisor. This is all done online. The proposed PhD supervisor may then accept the applicant's application with the Academic Commission's permission. The latter is ultimately responsible for the assignation of tutors to PhD candidates during the admission process.

5.2.6. A reference letter.

5.3. Additionally, candidates will also be asked to provide the following documentation:

5.3.1. A copy of their ID card or passport.

5.3.2. A copy (in a single file) of their complete first and Master's degree Transcripts of Records, which should state the candidate's name and surname(s), and the name of the issuing university/ies . Likewise, these should feature a thorough year-by-year list of all the courses and modules taken by the candidate and the grades obtained in them. The Transcripts of Records must also state the overall ECTS load of each degree, and **specify the number of credits completed by the candidate**.

Should any of the Transcripts of Records be written in a language other than English, French, Italian, Portuguese or Spanish, a translation should also be provided into Catalan, Spanish or English. Candidates may undertake the translation themselves.

5.4. All the above-mentioned documentation must be uploaded in PDF format onto the *online* application. No documentation will be considered which is either e-mailed or posted.

5.5. Should the UIB already be in possession of any of the documents specified in sections 5.2 and 5.3 above (this will be the case if the candidate applied to enter a PhD programme in the 2014-2015 academic year) the online application app will only request the remaining documents.

5.6. The EDUIB reserves the right to request all kinds of additional information that might be deemed necessary.

6. Selection process

6.1 The selection process will be done in two stages:

a) Eligibility check: The EDUIB will examine all applications and automatically reject those not meeting the conditions stated in this call for applications.

b) Selection by a Comission: all applications by eligible applicants will be assessed by a special commission to be presided over by the Chancellor of the UIB (or a vicechancellor of his choice). Other members will be the Head, Deputy Head and Secretary of both the EDUIB and Centre for Postgraduate Studies, and a representative of the "La Caixa" Foundation.

6.2 Selection will be a competitive process. The Commission members will select those applicants who, in their view, have certified the most merits and better skills, taking into consideration the following factors:

a) The candidate's grades. 70%

b) The candidate's academic and / or professional CV (always considering how far they may be into their academic and / or professional career, and therefore the opportunities they may have had so far). 25%

c) The excellence of the submitted project. Its originality, innovation and potential impact will all be considered.

d) The reference letter presented in support of the candidate's application. Aspects to be considered include the specific references made to the candidate's project as well as the referee's academic profile

6.3 The Commission may decide not to grant the pre-doctoral contract to any of the applicants.

7. Nomination of candidates

7.1 The selection commission will agree on the selected candidate. A shortlist will also be published featuring a maximum of two finalists. The full names of both the

candidate and the finalists will be published on the EDUIB website no later than 16 November 2015.

7.2 Prior to signing the contract, the candidate must first be admitted to the UIB PhD Programme within which his/her project will be developed. Should s/he fail to do this by 30 October 2015, or accept the contract, this will be offered those others shortlisted.

7.3 The selection Commission's decision will be final. No appeal may be lodged against it.

8. Effective date and duration of the contract

8.1 The beneficiary will be able to sign his/her pre-doctoral contract upon registration in his/her PhD programme of choice, which must be effective before the end of 2015. Should the beneficiary have registered in a PhD programme during the 2014-2015 academic year, s/he will be able to sign the contract once the outcome of the selection process has been made public.

8.2 The contract will have a duration of one year, although it can be renewed annually up to a maximum of four years, budget permitting. At the end of each year, the beneficiary will report on his/her progress to the EDUIB.

8.3 The UIB will not renew the pre-doctoral contract in the following cases:

a) If the annual reports to be requested of the beneficiary's PhD supervisor are not positive.

b) If, at the end of the first two years, the report to be requested from the Academic Commission of the beneficiary's PhD programme is not positive.

9. Incompatibilities

9.1 No applications will be admitted from those having registered in any PhD Programme before the 2014-2015 academic year (and paid the applicable fees).

9.2 The "La Caixa" Foundation pre-doctoral contracts are not to be used for distant learning (that is, the beneficiary will commit him/herself to completing his/her degree and carrying out his/her research at the UIB as a full-time PhD candidate).

9.3 The "La Caixa" Foundation pre-doctoral contracts are not compatible with any kind of remunerated activity, grant or funding from another institution.

9.4 Should the UIB offer the beneficiary the possibility of lecturing, the beneficiary will not in principle be granted permission to carry out lecturing and teaching-related activities for more than 60 hours a year, although each case will be studied individually.

9.5 No applications will be admitted from those having benefited from any other postgraduate grant from the "La Caixa" Foundation.

10. Contract management and obligations of the beneficiary

10.1 The UIB will manage and adminístrate the "La Caixa" Foundation pre-doctoral contracts. More specifically, the UIB is responsible for the effective administration of the funds annually provided by the "La Caixa" Foundation to endow the contracts.

10.2 The beneficiary commits him/herself to completing his/her degree in accordance with his/her application.

10.3 The beneficiary must be a "La Caixa" bank account holder. His/her monthly pays, as well as any other remuneration derived from the contract, will be paid into this account.

10.4 Funding from the "La Caixa" Foundation must be acknowledged in all publications to be derived from the beneficiary's PhD research.

10.5 When required by the EDUIB, the beneficiary will present the originals (or certified copies) of all the documents uploaded with his/her application. Likewise, the EDUIB may also request the certification of any other data included in the beneficiary's CV.

10.6 Should the beneficiary fail to meet his contractual commitments—or any other obligation specifically mentioned in the present call for applications—the UIB reserves the right to act as it sees fit, which may even involve the termination of the pre-doctoral contract signed by the beneficiary.

10.7 The beneficiary will accept in writing (model to be provided by the EDUIB) the granting of the contract, as well as the norms and conditions stated in this call for applications and the criteria imposed by the UIB. This will be done within fifteen days upon notification of the granting of the contract (which will be e-mailed to the electronic address provided by the beneficiary in his/her application).

11. Privacy and data protection

11.1 The UIB complies with the current legislation relating to personal data protection, and especially vows to treat all data provided as confidential.

11.2 The UIB has adopted the necessary technical measures to maintain data security, always according to the nature of the processed personal data and the circumstances surrounding the aforementioned processing, the aim being to avoid—as far as possible and always considering the technology available—their alteration, loss or else their being illegally accessed or processed.

11.3 The personal data of the "La Caixa" Foundation pre-doctoral contract applicants included in the documents specified in the present call for applications will be included in the EDUIB's database. The aforementioned data will only be used with

purposes relating pre-doctoral contract calls for applications, as well as the granting and management of the said pre-doctoral contracts.

12. Final provisions

12.1 By applying for a "La Caixa" Foundation pre-doctoral contract applicants expressly accept both the conditions of the call for applications and the criteria and decisions that the UIB might adopt or take regarding any doubts that might arise concerning the interpretation of the aforementioned conditions.

12.2 Should a breach be detected of the above-mentioned rules and conditions, regardless of the stage in the processing of the applications (pre-selection or selection of candidates, granting of the contract), the relevant application or contract will be automatically cancelled or terminated, as applicable.

13. Resolution

The results of the present call for applications will be made public by means of a resolution of the Chancellor of the UIB, to be published on the EDUIB website no later than 16 November 2015.

The selected candidates will be notified by e-mail. Notifications will be sent to the electronic addresses provided in their respective applications.