

Doctoral School call for applications for grants for peer mentoring doctoral grant holders – 2024

PURPOSE

The purpose of this call is to find peer mentors who are willing to accompany doctoral grant holders who do not speak Catalan or Spanish to administration offices or assist them with routine paperwork.

NATURE AND CONDITIONS OF THE GRANT

Peer mentors who receive this grant will accompany doctoral grant holders who do not speak Catalan or Spanish to administration offices (to get their papers in order or handle other administrative procedures) and/or assist them with routine paperwork (accommodation, public transport and so on). The beneficiaries of this grant must be doctoral grant holders at the Doctoral School or other UOC researchers who are fluent in Catalan or Spanish, regardless of their country of origin or nationality.

BUDGET

The **overall budget** for all Doctoral School calls in **2024** will be capped at **€58,527.49**. The **maximum amount for those receiving a grant in this call will be €300 per peer mentoring service**.

REQUIREMENTS AND OBLIGATIONS

In order to receive a Doctoral School grant for peer mentoring, the applicant must fulfil the following requirements and obligations:

- Complete and submit the grant application form provided by the Doctoral School in the Researcher's Portal (GIR).
- Use the grant money between 1 January and 31 December 2024.
- Have their scientific output up to date in the GIR.

APPLICATION PERIOD AND PROCESS

The application period will remain open until the budget is used up and, in any case, until no later than 1 October 2024.

Applications must be submitted in the Researcher's Portal (GIR) by clicking on the *Presentació de sol·licitud* (Application submission) link in the call file.

Once the application has been completed in the GIR tool, the applicant must send a notification email to internal_grants_ri@uoc.edu.

Within a maximum period of 5 working days from this date, the applicant will receive an email from the R&I department confirming that the application has been submitted correctly.

For further information or enquiries, contact internal_grants_ri@uoc.edu.

SELECTION

The Doctoral School will assess each application submitted to this call and decide whether to award the grant.

This decision will be communicated to applicants by email within 15 working days from the day they submitted their application.

A mentor may be assigned a doctoral student at any point throughout the year. This will depend on when the doctoral student needs a mentor (once the grant has been accepted). It may be that, despite the candidate's acceptance to act as a mentor, no doctoral student is assigned, as either the candidate withdraws or no mentor is needed because the doctoral student speaks Catalan or Spanish.

The Doctoral School will take the following criteria into account when assessing the applications:

- The applicant's motivation to accompany a doctoral grant holder.
- The applicant's experience in administration or dealing with routine paperwork.
- The applicant's CV, as provided in the Researcher's Portal (GIR).
- The applicant's availability to accompany the doctoral grant holder to carry out the necessary administrative tasks once they arrive.

EXECUTION OF THE AWARDED GRANT

The grant amount will be provided to the applicant as a single payment as part of their salary. This amount will be subject to corresponding income tax and social security contributions as stipulated by current labour regulations.

Payment will be made once the applicant sends a report (max. 100 words) briefly explaining how the mentoring went (what tasks they helped with) and detailing any expenses, where applicable.

If the mentoring ends or the report is sent after 15 November, payment will be made the following year.

REPORT

The report detailing how the mentoring went and any expenses, where applicable, must be sent to phd_school@uoc.edu before 15 November 2024.

DATA PROTECTION

In compliance with Spanish Organic Law 3/2018, of 5 December 2018, on protection of personal data and guarantee of digital rights, and Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), participants are hereby informed of the following aspects:

Data controller

Fundació per a Universitat Oberta de Catalunya
Rambla del Poblenou, 154-156, Barcelona, 08018
Tax ID number (NIF): G60667813

If you have any questions about the processing of personal data, you can contact the data protection officer at the following email address: dpd@uoc.edu.

Purpose of the processing

Organize, manage and decide on this call for applications for grants for peer mentoring doctoral grant holders – 2024, (hereinafter "the Activity").

Legal basis

The organization, management and decisions related to the Activity are based on the execution of the contract (the terms and conditions of the call for the Activity).

Storage period

Personal data will be kept for the time needed for the purposes indicated. At the end of the indicated period, the UOC will keep the personal data blocked for the period necessary to comply with the legal obligations resulting from any liability that may arise in relation to the indicated purposes. When these liabilities expire, the personal data will be permanently erased.

Security measures in place to protect personal data

The UOC processes personal data under conditions of complete confidentiality. It has also implemented appropriate technical and organizational measures to guarantee their security and prevent their destruction or unlawful access or tampering. Criteria such as the scope, context and purpose of the processing, the current state of the art and the existing risks have been taken into account when deciding upon these measures.

Recipients

Where necessary, the UOC may disclose the personal data you provide to third parties in order to comply with any applicable legal obligations.

The UOC works with a number of service providers that assist it in performing different tasks related with the processing of personal data.

Rights of data subjects

Data subjects have the following data protection rights:

Right	Definition
Right of access	You can request what personal data is held.
Right to rectification	You can request that the personal data held be rectified when it is inaccurate.
Right to object	You can request that your personal data not be processed for specific purposes.
Right not to be subject to an automated individual decision-making	You can request not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.
Right to erasure	You can request that your personal data be erased.
Right to restriction of processing	You can request that the processing of your personal data be restricted.
Right to data portability	You can request that the personal data held be provided to you in digital format.
Right to lodge a complaint with the supervisory authority	Without prejudice to exercising your rights before the data controller, you can lodge a complaint at any time with the supervisory authority to defend your rights on the www.apdcat.cat website.

To exercise these rights, send an email to fuoc_pd@uoc.edu, with "Data Protection" in the subject line, and attach, where necessary, a copy of your identification document, and the minimum content required by the applicable regulations. If the request does not meet the specified requirements, you may be required to amend it. There is no charge for exercising these, but a fee may be charged when requests are unfounded, excessive or repetitive.

JURISDICTION

These terms and conditions are governed by the laws of Spain. Any dispute or litigation arising from these rules and the grants awarded will be submitted to the courts and tribunals of the city of Barcelona. Applicants and beneficiaries waive any other jurisdiction that may apply to them.

Barcelona,

Xavier Vilajosana Guillen
Vice Rector for Research, Knowledge Transfer and Entrepreneurship
Universitat Oberta de Catalunya