1.- Programme objectives and terms

First *Objective*

The purpose of these norms is to regulate the process whereby grants are made to research staff in the PhD in Management Sciences programme imparted by ESADE, Universitat Ramon Llull (URL) during the period 2009-2014.

Second *Beneficiaries/Applicants*

The beneficiaries of these grants are:

a) Students who meet the academic requirements for entering a PhD programme, as set out in Article 19 of *Real Decreto* [Royal Decree] 1393/2007.

b) b) Who hold a University Master's degree with a specialisation in research (at least 60 ECTS).

c) Have been admitted to the PhD programme in Management Sciences, imparted at ESADE, Universitat Ramon Llull.

Third *Grant characteristics and length*

1. The grants shall last for three years counting from the date on which the applicant joins the research unit in which he or she is conducting the project. In accordance with the stipulations of *Real Decreto* [Royal Decree] 63/2006, the grants cover two stages within this three-year span, namely:

   a) The first covers the initial two years. During this stage, financial assistance comes in the form of a grant and the beneficiary must have had his/her thesis proposal approved at the end of the period in order to enter the subsequent, contractual stage.

   b) The second period lasts one year and runs from the end of the grant stage. It is formalised as an internship contract, whose terms are binding on both parties.

2. At the end of each academic year, each researcher in training must submit a report on his/her work together with an evaluation by his/her thesis director. These documents will be submitted to the Doctoral Committee for its consideration. Receipt of the following year's grant will only be made if the Doctoral Committee's monitoring report so justifies.
Fourth The rights of researchers in training.

1. In general, research staff shall enjoy the following rights:

   a) Receive the support they need from Fundación ESADE to carry out their research studies and programmes properly.

   b) Hold intellectual property rights arising from their research activities and that are commensurate with their contributions in accordance with the amended Act on Intellectual Property Rights [Ley de Propiedad Intelectual, aprobado por el Real Decreto Legislativo 1/1996, de 12 de abril], enacted by Real Decreto [Royal Decree] 1/1996 of the 12th of April. The aforementioned rights shall be in addition to any other rights that may arise from their research activities but without prejudice to the terms of collective works in which the researcher forms part of is linked to a collective project.

   c) The possible rights of research staff in training in connection with industrial intellectual property are covered by the provisions of Ley 11/1986, de 20 de marzo, de Patentes [The 1986 Patent Act] and, where applicable, Real Decreto [Royal Decree] 55/2002 of the 18th of January covering the exploitation of and cession of rights relating to research carried out by public research bodies. In no event shall the foregoing rights include a salary component.

   d) The remaining rights are set out in Article 5 of Real Decreto [Royal Decree] 63/2006, which gives effect to the charter for research personnel in training.

2. Beneficiaries will also enjoy the following rights during the grant period:

   a) To receive financial assistance in the form of a grant made under the regulations in force.

   b) Social Security coverage under the terms established in the first amendment to Real Decreto [Royal Decree] 63/2006 of the 27th of January and under the terms of the charter for research personnel in training.

3. During the contract period, beneficiaries shall enjoy all the social security and other benefits arising from said contract.

4. Research staff in training may collaborate in teaching tasks where the following three conditions are met: (1) the teaching serves training purposes; (2) a maximum of 40 teaching hours per annum; (3) the beneficiary has received prior permission to engage in such tasks from his/her Thesis Director and from the directors of the PhD programme in Management Sciences.
**Fifth The duties of researchers in training**

1. In general, research staff shall have the following duties:

   a) To join their research unit on the first working day for which they receive grant.

   b) To respond to calls for applications covering pre-doctoral training aid where the programme's management team deems appropriate.

   c) Make prior application to the directors of the PhD programme in Management Sciences regarding any change in research unit or thesis director. Such application must be accompanied by written acceptance of the change by both the new research unit and thesis director.

   d) Submit reports, forms and other documents that ESADE requires from grant recipients and to notify the School of any renunciation of the grant or in general of any circumstances hindering achievement of the grant objectives.

   e) Notify ESADE of receipt of any other grant or financial assistance covering the beneficiary's research project and/or studies.

   f) Obtain prior written permission from the directors of the PhD programme in Management Sciences to carry out any paid teaching or research tasks.

   g) Research staff in training must carry out a research project in ESADE. Should their research require work outside ESADE, the beneficiary must obtain prior written permission from the programme directors for leave of absence.

   h) The remaining duties are set out in Article 6 of Real Decreto [Royal Decree] 63/2006, which gives effect to the charter for research personnel in training.

   i) Inform the Programme directors of any academic publications produced during the grant and/or contract periods. Likewise, grant beneficiaries must notify the programme directors of any academic work stemming from the PhD thesis in the five years following conferral of the corresponding doctoral degree.

**Sixth ESADE's duties**

1. In general, ESADE shall have the following duties:

   a) To provide researchers in training with the support and resources they require to successfully carry out their activities.
b) Assign a thesis director and, where appropriate, a tutor to provide co-ordination and guidance regarding the activities of researchers in training.

c) Monitor the progress of the programme whilst ensuring researchers in training are excused activities that are not related to their research or to the special training they require.

d) Notify the rector of Universitat Ramon Llull of a PhD granted to a research student within ten days of making the award.

Seventh Transition from the grant to the contract stage

1. When the grant beneficiary meets the requirements for entering the internship stage, the contract arrangements shall ensure that there is no interruption in research activity.

2. If the beneficiary does not meet the requirements for an internship contract at the end of the grant stage, he/she shall have no more than six months in which to meet said requirements. The beneficiary shall receive no financial assistance for the period during which the aforementioned requirements are not met nor shall he/she be eligible for any payment covering said period at a later date. The time taken to demonstrate that the requirements for an internship contract have been met shall not entitle the beneficiary to any extension of the grant.

In any event, if the beneficiary fails to meet the eligibility requirements for an internship contract, he/she shall forego all further grant instalments.

Eighth Grant amount and payment

1. The period covered by grants shall run from the date on which the researcher joins his/her unit.

2. The minimum sum payable to researchers is €12,000 gross per annum. This amount must be indicated in each contract.

Ninth Payment of grants

1. During the first two years of the grant, payment shall be made to recipients in 12 monthly instalments and in accordance with ESADE’s instructions.

   In accordance with the provisions of Real Decreto [Royal Decree] 63/2006 of the 27th of January and the Charter of Research Personnel in Training [Estatuto del Personal Investigador en Formación] so enacted, beneficiaries shall be treated as employees for the duration of the grant. The application for inclusion in the Social Security scheme shall be made on the date on which the grant-aided researcher joins his/her research unit.

   Annual payments to beneficiaries shall be made in 12 monthly instalments in accordance with the grant terms.
ESADE shall make statutory deductions from payments to research staff under training in accordance with the legislation in force.

**Tenth Exclusions**

1. These grants are incompatible with receipt of any other grant or similar aid and with salary payments of any kind. Notwithstanding the foregoing, the grants may be compatible with other receipts providing prior authorisation is obtained from the directors of the PhD in Management Sciences programme.

2. Only sums arising from teaching or research tasks that are directly linked to the PhD candidate's research project will be authorised and providing such income is of a sporadic nature. In any event, the total remuneration for such activities must not exceed a third of the total gross financial aid represented by the grant.

**Eleventh Grant renunciations**

1. Renunciations of grant must be notified to ESADE's Research Office within 15 working days of their occurrence. For this purpose, notification must include a report on the activities conducted and give the reasons for renouncing the grant.

2. In the event of renunciations made within four months of the publication of the original grant award, one of the candidates on the reserve list may be awarded the grant.

**Twelfth Failure to comply with the grant terms**

1. Failure to comply with the grant terms may lead to the grant being revoked whether in part or in whole. In such case, the beneficiary may be required to repay a sum calculated according to the appropriate criteria together with any interest that may accrue.

2. The criteria adopted in such cases are set out below:

   a) Blatant failure to meet the training objectives and the purposes for which the grant was made shall result in full repayment of sums received during the period in question and to revocation of the grant.

   b) Unauthorised changes to the initial terms of the grant shall entail repayment of the sums represented by such modifications and, where appropriate, revocation of the grant.

   c) In cases where the recipient fails to notify ESADE of incompatible activities, the School may suspend the grant whether in part or whole for the length of time represented by said incompatibility and, where it deems fit, revoke the grant.

   d) Failure to present monitoring reports in accordance with the terms of the call for grant applications will lead to grant revocation.
2.- Instructions, resolution and publication of grants

Thirteenth Instructions

ESADE's Research Office is the body empowered to issue instructions regarding this call for grant applications. The Research Office will determine the procedures required and manage the call for grant applications.

Fourteenth Applications

1. Applications must be submitted to ESADE’s Research Office (Av. Torre Blanca 59, 08172 Sant Cugat del Vallès; Oficina 406) on the relevant forms, which can be found on the ESADE web site.

2. The deadline for applications will be set out in the corresponding annual call.

3. The following documents must be submitted with applications.
   a) The applicant's curriculum vitae (not more than 2 pages).
   b) A summary of the proposed research (not more than 2 pages).
   c) Photocopy of the applicant's (valid) NIF/NIE/passport.

Fifteenth Evaluation and selection of applications

1. Candidates will compete for the grants available.

2. ESADE's Doctoral Committee will evaluate applications.

3. The following criteria will be applied in evaluating and selecting applications:
   a) The average mark obtained in candidates' academic transcripts (GPA), calculated in accordance with the specific criteria applicable for this call for grants covering Generalitat de Catalunya [Catalan Government] research staff (FI).
   b) The applicant's curriculum vitae.
   c) The research proposal summary.
**Sixteenth Grant decision**

The jury will make its grant award public within 15 days of the grant submission deadline.

**Seventeenth Notification and publication**

The jury's decision will be notified to candidates and published on the ESADE web site.

**Eighteenth Grant acceptance, formal award of the grant and contract**

1. Beneficiaries must indicate their acceptance of the grant on the appropriate form (this can be found on the ESADE web site), which must be submitted to the Research Office within 10 days of the publication of the jury's decision. Failure to present the acceptance document before this deadline will be construed as renunciation of the grant.

2. The grant or contract will be awarded providing the form is submitted before the aforementioned deadline.