

## SPECIAL DOCTORAL PRIZE COMPETITION 2017-18 ACADEMIC YEAR

(Approved by the Management Committee of the Postgraduate and Doctoral School, 23 July 2018)

By virtue of the Academic and Registration Regulations governing Doctoral Courses, approved by the Governing Council on 23 February 2017, and modified by the Governing Council on 28 October 2017

### THE FOLLOWING IS AGREED

To promote the Special Doctoral Prize competition for the 2017-18 academic year, in accordance with the following

### CONDITIONS

1. Each academic year, the URV awards special doctoral prizes to doctoral theses of the highest quality.
2. To be eligible for the Special Doctoral Prize, candidates must have obtained their doctoral degrees at the URV during the 2017-18 academic year and must:
  - a) Have been awarded the distinction *cum laude* for their theses;
  - b) Have completed their doctoral programmes within a maximum of 4 years (from the date of the first registration until the date of deposit) if they studied full-time, or a maximum of 6 years if they studied part-time. This excludes the periods of temporary withdrawal from a doctoral programme specified in article 3 of Royal Decree 99/2011.
  - c) Have made, by the time they apply for the prize, a significant scientific contribution which is based on the content of the thesis and which explicitly states their affiliation with the URV or with a URV's Research Institute (articles in journals, books or book chapters, patents, artistic works and any other contributions that are relevant to their field of study). In this case, to the extent possible, a reference to the doctoral thesis should be included.
3. To be able to propose candidates for special doctoral prizes, each academic committee must have approved an internal procedure that specifies the additional evaluation criteria it will use and any documentation that it will require from the candidates. This information can be found in the specifications for each doctoral programme through the following link:  
[http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en\\_index/](http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en_index/)
4. Individuals who want to enter the prize competition must direct their applications and documentation to the secretary's office of department of the corresponding academic committee, in accordance with the conditions of this competition. The official application form (see annex 1) and the competition conditions will be published on the website of the Postgraduate and Doctoral School (EPD):

[http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en\\_index/](http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en_index/)

The application form, duly completed and signed, must be accompanied by the documentation that the academic committee requires candidates to present. The list of this documentation can be consulted on the website [http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en\\_index/](http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en_index/) for each one of the doctoral programmes.

**The period for presenting applications is from 2 to 30 November 2018.**

The application form and the documentation must be presented to the **General Registry of the Universitat Rovira i Virgili** (c/ de l'Escorxador, s/n, post code 43003, Tarragona) **or at any of the auxiliary registries of the URV**. The locations and opening hours of the URV's General Registry and auxiliary registries can be found at <https://seuelectronica.urv.cat/registre.html>

The application form and the documentation may also be presented via the URV's Online Registry provided the student has the necessary valid certificates. For more information on these certificates, go directly to the URV's Online Office at <https://seuelectronica.urv.cat/certificats.html> . To access the URV's Online Registry, go to <https://registre.urv.cat:8090/eresTramitsURV/avisosLegalsPrevis.jsf>

The documentation can also be presented in accordance with the channel established by article 16 of Law 39/2015, of 1 October, regarding the regulations governing the public administrations and common administrative procedure.

If the documentation is not presented within the specified period, or in the corresponding period of improvement and amendment of the application in accordance with the channel established by article 68 of the aforementioned Law 39/2015, it will not be taken into account when the application is evaluated.

5. The academic committee is constituted and presided over by the doctoral programme coordinator and is responsible for validating the documentation and ensuring transparency in the process of evaluating doctoral degree holders who have applied for the Special Doctoral Prize. The academic committee must evaluate the documentation in accordance with its own criteria and provide the Management Committee (CDE) of the Postgraduate and Doctoral School with a list of potentially successful candidates in order of preference. This list should contain the information:

1. List in order of preference
2. Surnames and name of the doctoral degree holder proposed
3. Identity card number of the doctoral degree holder proposed
4. Name of the doctoral programme studied and the royal decree that regulates it
5. Number of years taken to complete the doctoral programme and whether the student was full or part time.
6. Temporary withdrawals
7. Date of thesis defence
8. Requirements evaluated by the academic committee and the score given for each of these
9. Other aspects that the academic committee considers to be relevant

**The academic committees have until the deadline of 31 January 2019 to present their proposals to the CDE.** In addition to the candidate lists, the academic committees must send the documentation presented by the chosen candidates. The academic committees may propose **one candidate for a special prize per every ten theses defended (or fraction thereof) during the 2017-18 academic year.**

The candidate list and the documentation must be processed by the department with which the doctoral programme coordinator is affiliated.

6. The CDE, presided over by its president or delegated person, will decide which candidates it thinks should be awarded a special prize from among the candidates proposed by the different academic committees. The CDE will then pass its proposals onto the Governing Council. The CDE may propose that some or all of the proposals are rejected and the prizes are not awarded if it does not consider them to be of sufficient merit.

The CDE will approve the list of successful candidates and pass it onto the Governing Council.

7. The Governing Council will award the Special Doctoral Prizes on the basis of the CDE's list of successful candidates. An administrative appeal can be filed against this resolution (which terminates the administrative proceedings) to the Administrative Court in Tarragona, within two months, counting from the day after the publication of the successful list of candidates, as can an optional appeal to the body that has issued the list within one month of the day after receiving notification. This does not affect an individual's right to file any other appeal.

8. The certificates for the Special Doctoral Prizes will be awarded in an official ceremony.

9. All data submitted by the candidates will be stored in a file belonging to the URV so that it can manage and award the prizes in accordance with the conditions of this competition. Candidates may exercise their right to access, rectify, remove or oppose the handling of their data by writing to C/ Escorxador, s/n (43003), Tarragona, using one of the templates available on the website:

[http://www.urv.cat/gestio\\_academica/tramits\\_administratius/llei\\_protec\\_dades.html](http://www.urv.cat/gestio_academica/tramits_administratius/llei_protec_dades.html)

10. By participating in this competition candidates fully accept these conditions. Any doubt regarding the interpretation of these conditions or any incident that may arise during the competition must be resolved by the CDE, whose decision may not be appealed.

All matters that are not explicitly covered by these conditions will be governed by Law 26/2010, of 3 August, regarding the legal regime and procedure of the public administrations of Catalonia and Law 39/2015, of 1 October, regarding the legal regime of the public administrations and common administrative procedure.

Notwithstanding the responsibilities that may fall to the beneficiary, any misrepresentation of the facts or falsification of documentation during the application process will lead to the prize being revoked.

11. The candidates have a period of two months to recover the documentation they have presented, starting one month after the awards have been made public.



**ANNEX 1**

**APPLICATION FOR THE SPECIAL DOCTORAL PRIZE**

**ACADEMIC YEAR \_\_\_\_\_**

PERSONAL INFORMATION			
Name:		First surname:	Second surname:
Identity card number:		Address for written correspondence:	
Postcode:	Town:	Country:	Tel:
Email:			

I STATE
<ul style="list-style-type: none"> <li>• That I have completed the doctoral programme entitled _____.</li> <li>• that on _____ I defended my doctoral thesis at the Department of _____.</li> <li>• That my thesis was awarded the distinction <i>cum laude</i>.</li> <li>• That my thesis was awarded/not awarded an International/Industrial distinction (underline as appropriate)</li> </ul>
I REQUEST
<p>That you accept my application for the Special Doctoral Prize for the _____ academic year. I enclose the required documentation (listed below) so that the academic committee of the doctoral programme can evaluate my application.</p> <p><b>List of documentation presented (the documents must be listed in the order that they are presented):</b> [NOTE: If the list is too long to fit in this space, please add another page].</p>

\_\_\_\_\_ (place) \_\_\_\_\_ (date)

*(Signature of the interested party)*

**DOCUMENTATION:**

*The application form, duly completed and signed, must be accompanied by the documentation that the academic committee requires candidates to present. The list of this documentation can be consulted on the website [http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en\\_index/](http://www.doctor.urv.cat/doctorands/premis-extraordinaris/en_index/).*

**PRESIDENT OF THE ACADEMIC COMMITTEE OF THE DOCTORAL PROGRAMME**

**Unit: Department of the doctoral programme (Dpt. of \_\_\_\_\_)**

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