

**UNIVERSIDAD CARLOS III DE MADRID ANNOUNCEMENT CALL FOR
APPLICATIONS OF UNIVERSITY MASTER'S DEGREE FULL SCHOLARSHIPS
PROGRAM FOR THE ACADEMIC YEAR 2024/2025**

Universidad Carlos III de Madrid (UC3M), through the present call, intends to make easily accessible to the postgraduate students the resources needed so they can carry out their studies in the University Master's programs which give access to a Doctorate program, providing them with funding linked to the fulfilment of specific objectives.

University considers that, in order to attract the best students (a fundamental aspect to achieve an essential part of the objectives proposed in its Strategic Plan 2016-2022 in relation to the detection and incorporation of talent), it is essential to publish this call before opening the registration period for the next academic year so that potential interested parties can be sure that they will be eligible for the scholarships subject of this Resolution, thus contributing to social cohesion and equal opportunities at the University.

Therefore, and according RD 38/2003, of 17th November, General Law on Subsidies and other applicable regulations, in particular the Programme of scholarships to carry out official Master's studies at the Universidad Carlos III de Madrid approved on 12th July 2007, the UC3M announces, for the academic year 2024/2025, scholarships to carry out studies in one of the University Master's degrees listed in Annex I to this Resolution.

And, by virtue of the foregoing,

I HEREBY DECLARE

Article 1

Funding

The funding of the scholarships covered by this call will be charged to the endowment provided for this purpose in the Agreement signed with Banco Santander and the University's own funds, with the exception of 3 grants for the master's degree in economic analysis, which are financed with funds allocated to the Department of Economics..

Article 2

Applicants

Those who have been admitted to one of the university master's degree programmes listed in Annex I of this call (see Spanish version) or, failing this, who have formalised their admission to one of these programmes, and meet the requirements for access to the master's degree programme in the terms and deadlines established in the corresponding procedures, may apply for the study grants regulated in this call for applications.

Article 3

Scholarship duration

3.1. The duration of the scholarship will cover the 2024/2025 academic year. However, it may be renewed for six-month periods in those University Master's programmes lasting more than one academic year (1 additional semester for 90 ECTS Masters and 2 for 120 ECTS Masters).

In general, the total duration of the scholarship, including renewals, may not exceed the duration of the Master's degree to which it is linked

The continuity of the scholarship and the decision to renew it will be subject, in all cases, to the student's accredited progress and effective enrolment in the following academic year.

For the above purposes, it will be understood that achievement exists if the student meets the criteria established by the Department in each term (such as minimum grade or maximum number of possible suspensions).

3.2. At any giving moment during the student's scholarship period, the University may carry out the necessary verifications to confirm the fulfilment of the above-mentioned points as well as other determining conditions to grant of the scholarship.

If, as a result of these actions, it is found that the student does not continue to be enrolled or is in any of the other causes set out in Article 11 of this Resolution, the scholarship will be revoked and the amounts unduly received will be reimbursed in accordance with the General Law on Subsidies.

Article 4

Scholarship amount

4.1. The scholarships covered by this call for applications will consist of an scholarship for the payment of tuition fees and an aid for academic performance.

4.2. Tuition assistance will cover the amount of the credits enrolled by the student for the first time in the academic year 2024/2025, up to a maximum of 60 credits, excluding those enrolled for the second and subsequent years, and will be applied in the settlement of the tuition fees. Enrolment scholarship for subsequent years will be subject to its extension in accordance with article 3 of this call for applications and will always be for first enrolments in the same Master's programme as in the previous year.

4.3. The annual scholarship amount linked to academic performance will be 11,500 euros. The Departments may determine the minimum average grade of the beneficiary's academic achievement required in each four-month period, otherwise it will be 5 out of 10 points.

Article 5

Dedication and conditions

5.1. The beneficiaries must enrol in the programme on a full-time basis and take the Master's degree with the appropriate level of achievement. They will be integrated in a training programme aimed at their training in research activities, which will be carried out in the Department that awards the scholarship.

The training project will be specified in a document that must establish the educational objectives and the activities to be carried out with the aim of contributing to their future specialisation in research activities. The beneficiaries will never be responsible for the activities they carry out and must always act under the supervision of a lecturer from the Department who will be the academic tutor of the student's training plan.

At the end of the programme and under the terms established in article 12.2, the student must present a descriptive report of the activities carried out within the framework of this programme, which may not exceed 450 hours per year.

5.2. Unless expressly authorised by the University, this scholarship is incompatible with any contractual relationship, as well as with other grants, scholarships or subsidies financed with public or private funds, whether Spanish or foreign.

Article 6

Application and deadline

6.1. Application, and documentation to be attached with it, shall be submitted through the application:

<https://aplicaciones.uc3m.es/convoca/sol/login.do?env=RRHH>

6.2. The required documentation attached to the application is:

- a) Copy of the DNI or passport or NIE (Foreigner's Identity Number)
- b) Curriculum vitae.
- c) Banco Santander application proof:

<http://app.becas-santander.com/program/becas-santander-estudios-ayudas-a-master-univ-carlos-iii-de-madrid-curso-2023-24>

- f) When appropriate, proof of the degree of disability equal or greater than 33 percent

Only documentation submitted in Spanish or English will be accepted.

6.3 The deadline for submitting applications will be, from the day after the publication of this call on the University website, until **July 8th, 2024**

Article 7

Admission of applications

7.1. At the end of the deadline for the submission of applications, the provisional list of admitted and excluded candidates will be published on the UC3M website, indicating the reasons for their exclusion and the deadline available to correct them.

7.2. The presentation of the documentation for rectification will be carried out through the application: <https://aplicaciones.uc3m.es/convoca/sol/login.do?env=RRHH>

Article 8

Evaluation of applications

8.1. The assessment will be carried out by a selection committee made up of the Vice-Rector's Office with responsibility for Postgraduate Studies or the person delegated by the Vice-Rector, who will chair the committee; the Directorate of the corresponding Department; and the Directorate of the Master's Degree for which the grants are being offered.

8.2. A reserve of 5% of the total number of places available is set aside for students with a disability equal to or greater than 33%.

8.3. For the evaluation and subsequent drawing up of the corresponding award proposal, the Commission will take into account the following criteria and scale:

- Score obtained in the admission process to the corresponding Master's programme (up to 9 points).
- Curriculum vitae of the applicant (up to 1 point)

8.4. In the event of a tie in the total score, priority will be given to the person with the highest score in section a) above.

If, once the above rule has been applied, the tie has not been resolved, it will be resolved by taking into account the following criteria:

a) Time elapsed for the completion of the degree.

b) Number of honours.

c) Number of outstanding marks.

d) If the tie persists, positive discrimination of the female sex will be taken into account when the Department to which the Master's Degree is attached does not exceed 40% of permanent female teaching and research staff.

e) In those Departments in which there is no gender inequality in the percentage established by the previous criterion or when, even if there is a tie, the order of the candidates will be decided by drawing lots, which will be carried out by the Human Resources and Organisation Service.

8.5. The Selection Committee may propose a prioritised list of candidates "in reserve" to cover possible replacements, in the event of resignation or non-compliance with the requirements of the call for applications

Article 9

Resolution and notification

9.1 This call for applications will be closed by resolution of the Rector, in the light of the proposal drawn up by the Selection Committee.

9.2. This resolution, which will put an end to the administrative process, will be notified individually to the applicants who are awarded the grants, stating the duration and amount of the scholarships, as well as the other mandatory conditions that may be established.

9.3. The decision to award the scholarships, with the definitive list of the selected candidates, will be published on the website of this call for applications.

9.4. Where appropriate, partial awards may be made, by University Master's Degree, as follows

Article 10

Acceptance of scholarship

10.1. The selected candidates must accept the aid within the maximum period indicated in the award decision, which may be extended by up to three months for duly justified reasons.

10.2. In order for the aid granted to become effective, the following documentation must be provided at the time of acceptance:

- Copy of the Graduate Diploma or certificate of application for the same.
- Document accrediting full-time enrolment in the Master's Degree for which the grant was awarded.
- If necessary, depending on the nationality, the corresponding study visa that allows the incorporation into the University under the terms established by current legislation.

Article 11

Loss of support

Following will be causes for Master scholarship loss:

- a) Fulfilment of the total duration of the aid.
- b) Resignation.
- c) Failure to pass the Master's degree with positive results, or failure to meet the minimum grade criterion established by the Department.
- d) Failure to register for the Master's degree for which the grant is awarded.

- e) Manifest or negligent failure to carry out their activities.
- f) Commission of a disciplinary offence.
- g) In general terms, loss of the status of student of the Master's programme for which the scholarship was awarded

Article 12

Monitoring of scholarship

12.1. At the end of each four-month period of each academic year, except in the last one in which the student completes his/her studies, the corresponding Department shall send to the Vice-Rector's Office with responsibility for Teaching and Research Staff, a follow-up report on the beneficiaries of grants in the University Master's Degree programmes assigned to it

12.2. Within the month immediately prior to the end of the grant, each of the beneficiaries must submit a report to the Vice-Rector's Office with responsibility for Teaching and Research Staff, reflecting the collaboration provided with the corresponding Department, indicating the tasks carried out and the lecturers who have acted as supervisors of the same. This report must be signed by the student, the programme tutor and the director of the Department.

Article 13

Legal Process

This Resolution puts an end to administrative proceedings and an appeal for reversal may be lodged with the Rector, within a period of one month, or a contentious-administrative appeal, within a period of two months, before the Contentious-Administrative Courts of Madrid, both periods counted from the day following its publication in the Electronic Official Bulletin of the Universidad Carlos III de Madrid, (<https://www.uc3m.gob.es/boel>), without prejudice to any other appeal deemed appropriate in law, all in accordance with the provisions of articles 123 and 124 of Law 39/2015, of 1 October, on the Legal Regime of Public Administrations and Common Administrative Procedure and 46 of Law 29/1998, of 13 July, Regulating Contentious-Administrative Jurisdiction.

