

**UNIVERSIDAD CARLOS III DE MADRID ANNOUNCEMENT CALL FOR
APPLICATIONS OF UNIVERSITY MASTER'S DEGREE FULL SCHOLARSHIPS
PROGRAM FOR THE ACADEMIC YEAR 2020/2021- April 17th, 2020
(M01-2021)**

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.

On another note, and even though the current crisis situation caused at a global level by the COVID-19 has meant the paralysis of almost all the actions carried out from public bodies, the 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 2020/2021, 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 scholarship subject of this call will be charged to the budgets of the UC3M's departments which previously to that have directed the corresponding proposal to this Vice-Rectorate.

Article 2

Applicants

2.1. Those who hold a university degree of Graduate, Bachelor, Engineer, Architect or equivalent, or last year program degree students and are able to obtain the degree before the time of awarding the grants may apply for the scholarships regulated in this call.

2.2. In addition to the previous requirement, those who apply for scholarship must certify their admission or submit an application for admission to a University Master's programme the successful completion of which, will allow access to a Doctorate programme attached to one of the fields of knowledge of any of the Departments listed in Annex I of this Resolution.

Article 3

Scholarship duration

3.1. The duration of the scholarship will cover the 2020/2021 academic year. However, it may be renewed for six-month periods in those University Master's programmes that last two academic years (90 or 120 ECTS).

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, except in exceptional and justified cases for the strictly necessary completion period of the final master's work, which in no case may exceed six months.

The continuity of the grant and the resolution of renewal will be subject, in any case, to the budget availability of the Department, to the accredited performance of the student who is the beneficiary of the grant and, where appropriate, to the actual 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). Otherwise, the scholarship linked to academic performance will be revoked, but not the registration taxes.

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 12 of this Resolution, the grant of 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 grants covered by this call for proposals, which in any case will require the applicant to attend the course of study on a full-time basis, will consist of a tuition aid and an academic performance aid.

4.2. The amount of the registration aid will cover the amount of credits for which the student has registered for the first time in the 2020/2021 academic year, up to a

maximum of 60 credits, excluding those for second and subsequent registrations, and will be paid by exempting the student from the corresponding amount. The registration aid for subsequent courses will be subjected to the extension of itself in accordance with Article 3 of this call and it will always be aimed at first enrolments in the same Master's programme as 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 students receiving these grants must take the Master's course with the appropriate level of achievement and must collaborate with the Department that announced the grants. The collaboration tasks must be designed to contribute to their future professional or research orientation. In this collaboration with the Department, the beneficiaries will never be responsible for the activities they carry out and must always act under the supervision of a teacher from the Department. This collaboration with the Department may not exceed 450 hours in a year, including a maximum of 45 hours in the classroom/laboratory with students.

5.2. This scholarship is not compatible with any contractual relationship, as well as with other aid, scholarships or grants financed with public or private funds, Spanish or foreign, with a single exception in relation to the participation of beneficiary students in research projects signed by UC3M IMPs under the protection of article 83 of the Organic Law on Universities

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) Copy of the official certificate of studies which expressly states the average grade of the academic record, the subjects that make up the complete program of the corresponding degree, the grades and the dates on which it was obtained.
- c) Curriculum vitae.

d) Resolution of admission to the corresponding UC3M university Master's programme or, in its absence, application for admission, in which case the applicant must provide proof of admission before the grant is awarded

(http://www.uc3m.es/ss/Satellite/Postgrado/es/TextoMixta/1371208864693/Solicitud_de_admision).

Article 7

Extension of the number of grants

Before the beginning of the 2020/2021 academic year, the number of grants available may be extended by opening a new deadline for the submission of applications. Thus, those candidates whose applications have been accepted but who have not been awarded a grant will be taken into account in the event of subsequent extensions for the same Department and Master's degree in the same academic year. In such cases, it will not be necessary to submit a new application, nor to provide any documentation, unless candidates wish to modify the documentation previously submitted.

Article 8

Admission of applications

8.1. After the deadline for 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 for them to rectify the situation.

8.2. Documents used for this amendment must be submitted through the following application:

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

Only documentation presented in Spanish or English will be accepted.

Article 9

Evaluation of applications

9.1. The evaluation will be carried out by a Selection Committee formed by the Vice-Rectorate with competence in the area of Postgraduate Studies or the person delegated by him, who will chair it, the Management of the corresponding Department and the Management of the Master's Degree for which the grants are being called.

9.2. For the evaluation and subsequent preparation of the corresponding award proposal, the Commission will consider the criteria and scale listed below:

- a) Official academic marks in university curricula (up to 9 points).
- b) Curriculum vitae of the applicant (up to 1 point).

9.3. In the event of equality in the total score, priority will be given to the person with the highest score in the paragraph (a) mentioned above.

If, once the above rule has been applied, the tie has not been solved, it will be decided based on the following criteria:

- a) Time for the completion of the bachelor's degree.
- b) Number of honour distinctions.
- c) Number of A+
- d) In case of equal score, positive discrimination against women will be considered when the Department to which the university master's degree is assigned does not exceed 40 per cent of permanent female IDPs.
- e) In those Departments where there is no gender inequality in the percentage set by the above criteria or when, even still a tie exists, the order of the candidates shall be decided by drawing lots, which shall be conducted by the Human Resources and Organization Service.

Article 10

Resolution and notification

10.1 The present call will end by a resolution of the Vice-Rector's Office with competence in the field of Teaching Staff, in view of the proposal prepared by the Selection Committee.

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

10.3 The decision to grant the scholarship, with the final list of the successful applicants, will be published on the application call's website.

10.4. Where applicable, partial awards may be granted, by University Master's.

Article 11

Acceptance of scholarship

11.1. Successful applicants must accept the scholarship within the maximum time period indicated in this scholarship's grant resolution, which may be extended by up to three months for duly justified reasons.

11.2. For the scholarship granted to be effectively implemented, the following documentation must be provided at the time of acceptance:

- a) A copy of the graduate's diploma or certificate of application
- b) Document certifying full-time enrolment in the University Master's Degree for which the aid was granted.

c) If necessary, depending on the nationality, the corresponding study visa that allows the incorporation to the University in the terms established by the prevailing legislation.

Article 12

Loss of support

The causes of losing the Master's Degree scholarship are as follow:

- a) Compliance with the total duration of the scholarship
- b) Resignation
- c) The beneficiary does not pass the Master's studies with positive results.
- d) The awarded student did not pay the Master tuition fees.
- e) Negligent inhibition in the fulfilment of their activities.
- f) The beneficiary is involved in a disciplinary offence.
- g) Failure to meet the minimum grade criteria established by the Department.
- h) In general, loss of student status in the Master's programme for which the scholarship was granted.

Article 13

Monitoring of scholarship

13.1. By the end of each four-month period of each academic year, except for the last one in which the student completes his or her studies, the corresponding Department shall send the Vice-Rector's Office with responsibility for Teaching Staff a follow-up report on the students receiving aid in the University Master's programmes attached to it.

13.2. Within the immediately previous month to the end of the scholarship, each of the beneficiaries must present a report to the Vice-Rector's Office with responsibility for Teaching Staff, regarding the collaboration with the corresponding Department, indicating the tasks carried out and the teachers who have supervised them. This report must be signed by the student and the Head of the Department.

13.3. UC3M may retain up to 10% of the financial scholarship as long as these reports are not reviewed by the Human Resources and Organization Service, which will act as an administrative support unit of the Vice-Rector's Office with competence in the area of teaching.

Article 14

Legal Process

Appeals against this call and against the administrative acts arising from it may be addressed to the Rector within one month from the day following its publication, in accordance with the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

ANNEX I

DEPARTAMENT	REF. NUMBER	SCHOLARSHIP NUMBER	MASTER DEGREE	MASTER'S PERFORMANCE CRITERIA
MATERIALS SCIENCE AND ENGINEERING AND CHEMICAL ENGINEERING	484	1	MATERIALS SCIENCE & ENGINEERING	Minimum mark 5 points
BUSINESS ADMINISTRATION	485	15	BUSINESS AND FINANCE	Scholarship will be withdrawn in case of fail two subjects
COMPUTER SCIENCE AND ENGINEERING	486	1	COMPUTER SCIENCE AND TECHNOLOGY	Minimum mark 5 points
MECHANICAL ENGINEERING	487	4	INDUSTRIAL ENGINEERING	Minimum mark 5 points
MECHANICAL ENGINEERING	488	1	INDUSTRIAL MECHANICS	Minimum mark 5 points
MECHANICAL ENGINEERING	489	1	MECHANICAL ENGINEERING AND TRANSPORTATION	Minimum mark 5 points
ELECTRONIC TECHNOLOGY	490	4	ELECTRONIC SYSTEMS ENGINEERING	The student must obtain in the four-month period an average score of more than 5.5 out of 10, and the number of failed subjects or evaluation not taken will be a maximum of one
ELECTRONIC TECHNOLOGY	491	1	INTERUNIVERSITY MASTER IN PHOTONICS ENGINEERING	The student must obtain in the four-month period an average score of more than 5.5 out of 10, and the number of failed subjects or evaluation not taken will be a maximum of one