

ASOCIACIÓN DE AMIGOS
UNIVERSIDAD DE NAVARRA
(Friends of the
University of Navarra)

2016/2017

CALL GOING OUT FOR PARTICIPANTS FOR FINANCIAL
AID
FOR DOCTORAL STUDIES
AT THE UNIVERSIDAD DE NAVARRA

Calling out for participants for financial aid from the “Asociación de Amigos” (Friends of the University of Navarra) for doctoral studies at the Universidad de Navarra

Academic course 2016/2017

Presentation

1. Financing and social commitment
2. Chronogram
3. Requirements for those requesting financial aid
4. Characteristics of the aids offered
 - 4.1. Amount and duration of financial aid
 - 4.2. Thesis directors
 - 4.3. Compatibilities
 - 4.4. Tax regime
 - 4.5. Research stays outside the Universidad de Navarra
 - 4.6. Suspension of financial aid
 - 4.7. Renouncing the financial aid
 - 4.8. Follow-up
5. Obligations of the beneficiaries
6. Presentation of new requests for financial aid
7. Presentation of financial aid renewals
8. Evaluation of requests
9. Acceptance of the terms

10. Publicity

Presentation

With these diverse financial aids the “Asociación de Amigos” announces a program of grants for young researchers who wish to obtain a doctorate from the Universidad de Navarra.

The grant program not only helps young researchers but it does so in a way that favors high quality in terms of their doctoral theses.

1. Financing and social commitment

The funds applied to the grants promoted by the “Asociación de Amigos” of the Universidad de Navarra come from many different people, institutions, foundations, and businesses that are involved in the University’s project, aware of the fact that they are investing in a social work of research that benefits all of society.

2. Chronogram

Last day for the calling for participants	Communicating the resolution	Acceptance of financial aid	Last day for registration	Initiation of financial aid
May 13, 2016	First week of July 2016	July 15, 2016	August 15, 2016	September 2016

3. Requirements for those requesting financial aid

All individuals with undergraduate degrees may request this aid for entering into a Doctoral Program in one of the centers of the Universidad de Navarra.

Those individuals who already have a doctoral degree cannot participate in this calling.

Those requesting aid must have finished their studies, corresponding to licentiateships or bachelor degrees **after January 1, 2011**.

4. Characteristics of the aids offered

This calling for participants to request financial aid is adapted to the general principles of the royal decree referred to as Real Decreto 63/2006 which approves the status of the researcher personnel in training, later referred to as **EPIF**. According to the decree, the researcher personnel in training can be in one of two judicial situations: **beca** (grant) or **contrato** (contract).

- During the period of “**beca**”, which has the duration of **two years**, the beneficiary of the financial aid has the right to receive, in payments, the corresponding economic aid, without salary and can be included in the General Regimen of Social Security in the terms established in the EPIF. The “Asociación de Amigos” of the Universidad de Navarra will pay the beneficiaries the money corresponding to the grant monthly and will make the payments corresponding to the Social Security system.
- During the period of **contract**, and with **two-year duration**, the beneficiary of the financial aid will receive the rights of a labor and social security character that are included in the formalized contract. The “Asociación de Amigos” will finance the Universidad de Navarra the cost of the training contracts that are included in this calling. The university will give monthly paychecks to the beneficiaries, corresponding to their contracts, and also make the corresponding payments to the Social Security system as well as carry out the tax retentions that correspond.

In order to initiate the period of **contract**, the beneficiary of the financial aid is responsible for making available the required documents, official recognition of standardization and/or certifications required by the current labor laws.

These grants are for the exclusive use of **in situ doctoral studies studios** (in other words, to train and research in the university), full time and with exclusive dedication.

4.1. Amount and duration of financial aid

Amount foreseen:

- 13.130 euros gross yearly for the grant phase
- 15.150 euros gross yearly for the contract phase

These aids can be renewed each course up to a maximum period of four years, counting from the date in which the beneficiary is entered into the Social Security system, which must coincide with the incorporation of the researcher personnel into the corresponding department, usually the 1st of September.

4.2. Thesis directors

For the purpose of this calling, the only individuals who can be directors of theses are the doctorates who have a contract with the university to which the person is requesting admittance.

A thesis director can only support the request for **new** aid in this calling. The presentation of more than one sponsor by the same thesis director will be a reason for exclusion of all the requesters involved.

4.3. Incompatibilities

This financial aid is incompatible with any other complimentary type of financial aid.

The beneficiaries of this aid and/or the centers to which they are registered should inform the Technical Secretary of Research (“Secretaría Técnica de Investigación”) of the Universidad de Navarra any cause for incompatibility that may arise.

4.4. Tax regimen

This calling for participants for financial aid is adapted to that which is established in article 7 h of the regional law (Ley Foral 22/1998), of December 30, of the tax law (“Impuesto sobre la Renta de las Personas Físicas”). Therefore, in the grant phase, you are exempt of this tax. In the contract phase, since a contract is drawn up with the Universidad de Navarra, the amount perceived will be earned income.

4.5. Research stays outside the Universidad de Navarra

The research stays outside the Universidad de Navarra, during the time in which the financial aid is in force should be notified to the Technical Secretary of Research (“Secretaría Técnica de Investigación”).

These stays will be permitted if the two circumstances below occur:

- there is a research objective and it is directly related to the project for a doctoral thesis.
- it is supported and endorsed by the Governing Board of the Center or School of the Universidad de Navarra.

The corresponding request form for authorization will be presented a minimum of 30 days in advance so as to allow time to process the corresponding documents with the Social Security system for health coverage in the place where the research stay will occur.

4.6. Suspension of financial aid

The researcher personnel in training will have the right to temporarily interrupt the financial aid but only in the following cases: having received sick leave or incapacity (“baja” or “incapacidad”) due to illness or accident, pregnancy risk, or maternity or paternity leave, in accordance with the applicable regulation in force.

In order to request suspension/discontinuance of the financial aid, the beneficiary must hand in a form indicating the cause, accompanied by the medical certificates that correspond to each situation.

Payment of the financial aid can be suspended if there is a delay in turning in the registration receipt for the doctoral studies.

4.7. Renouncing the financial aid

In the case of renouncing the financial aid, this should be notified to the Technical Secretary of Research “Secretaría Técnica de Investigación” of the Universidad de Navarra, at least 15 days in advance.

The document for renouncing the financial aid should be accompanied by a report with the activities which have been carried out and the results obtained during the period in which the financial aid was received. Said report will be evaluated and could imply the obligation, on the part of the beneficiary, to reimburse a partial or the total amount of the financial aid received.

4.8. Follow-up

For the corresponding extension of the financial aid, the corresponding form (prórroga de la ayuda”) must be filled out and meet the established requirements for this purpose.

Thesis defense should be carried out within the established period of time of four years. In the case that the thesis has not been defended within this time period and having lapsed six months from the time the financial aid has concluded, a report must be sent to the Technical Secretary of Research (Secretaría Técnica de Investigación) which justifies the situation, and the following documents must be included: report from the thesis directors, report on the research work carried out up to present, possible deviations during the course of the research, work chronogram and dates foreseen for defending the thesis.

With regard to the time allowed for defending the thesis, the regulation established for doctoral studies will be applied.

Failing to comply with the final objective of this financial aid, obtaining the Doctoral degree, can result in official cancelation of the financial aid and resulting in the beneficiary being obligated to reimburse, either totally or partially, the amounts of money received.

5. Obligations of the beneficiaries

- **Defending the Thesis and obtaining the Doctoral degree.** Inform the Technical Secretary of Research (“Secretaría Técnica de Investigación”) of the date set for defending the thesis and obtaining the Doctoral degree.
- Register annually for the doctoral studies.

- Incorporate oneself into the department on the date established as that of the initiation of financial aid.
- Carry out your teaching or investigational work in the department under the direction of your thesis Directors.
- Collaborate with educational and training aims up to 60 hours annually in the educational tasks that you are assigned or requested to carry out.
- Comply with all the regulations established by the center you are registered in, in terms of dedication, tasks to be carried out, work and vacation schedules.
- Fill out the reports and other required documents that are essential for receiving the financial aid by the “Asociación de Amigos” of the Universidad de Navarra and entities that collaborate in the management of the program.
- Authorize the “Asociación de Amigos” to use the proceedings, records and reports presented for requesting the financial aid or for justifying the work carried out as they see fit, excluding publication, and allow them to carry out the opportune paperwork and procedures with persons or entities who can finance, either partially or totally, the financial aid that you will receive.
- Collaborate with the “Asociación de Amigos” in presentations or acts that are requested of you.
- Make reference to the financing provided by the Program for Financial Aid (“Programa de Ayudas”) of the “Asociación de Amigos” of the Universidad de Navarra, in publications and other results that are obtained from the research carried out while participating in and under the protection of this program.
- Notify the Technical Secretary (“Secretaría Técnica de Investigación”), in the case of renouncing the financial aid 15 days in advance.
- The remaining obligations established in the sixth article of the royal decree, referred to as “Real Decreto 63/2006” must be met.

Total or partial non-compliance with the requirements and obligations established in this calling for participants for financial aid will result in revocation of the financial aid and may imply the obligation to reimburse the total quantity of money received or partially reimburse, from the moment said non-compliance occurs.

6. *Presentation of new requests for financial aid*

The time allowed for presenting new requests for financial aid ends on **May 13, 2016**. The request form will be made out **in triplicate** and handed in to the “Asociación de Amigos” offices.

1. **Request form** correctly filled out, available at: <http://www.unav.edu/web/asociacion-de-amigos/becas>
2. **Detailed academic certification (academic records)** of studies carried out and the grades obtained in each subject. **The certificate should include the grade average (Scale of 0-10)**. (This is not necessary for student who studied at the Universidad de Navarra). In the case of studies carried out in foreign countries, the person requesting financial aid must present an equivalent grade average in order to be able to

participate in the financial aid calling on a competitive basis. This should be done in the National Agency for Evaluating Quality and Accreditation, referred to as “Agencia Nacional de Evaluación de la Calidad y Acreditación” (ANECA), through their website that handles telematic requests: <http://notasmedias.aneca.es/home>

3. **Curriculum vitae.**
4. **Copy of the request form for admission** into a doctoral program for the course 2016-2017.
5. Legible photocopy of the National Document of Identity, NIE or Passport.
6. Photocopy of work permit and residency or student permit, in the case of foreigners.

In the case that the financial aid is granted, it is essential to provide the following documents:

- Legible photocopy of the individual’s own affiliation (*) to Social Security.
- NIE, in the case of foreigners(*).
- Bank account number (IBAN and BIC)
- Copy of the registration receipt for the course 2016-2017 (This document may be handed in at a later date than when the request is made but must be turned in before any financial aid can be received).

(*) Indications for obtaining said document:

<http://www.unav.edu/web/asociacion-de-amigos/becas>

7. Presentation of financial aid renewals

The last day for acceptance of renewal requests is **May 13, 2016**. The request will be made in **triplicate** and handed in to the offices of the “Asociación de Amigos”.

1. **Request form** correctly filled out and available on the webpage: <http://www.unav.edu/web/asociacion-de-amigos/becas>
2. **Research Plan.** The activity carried out in the course 2015-2016 will be specified as well as the objectives foreseen for the next course 2016-2017. (Maximum length, 1,000 words). Forms available at: <http://www.unav.edu/web/asociacion-de-amigos/becas>
3. **Recording the activities carried out** in the course 2015-2016. (articles, book chapters, attendance at congresses and symposiums, stays, etc.). List and specify in detail the activities. The form is available at: <http://www.unav.edu/web/asociacion-de-amigos/becas>
4. **Copy of the receipt of registration for the course 2016-2017.** (This document may be handed in after the request has been handed but it must be handed over before any financial aid can be received).

5. For foreigners, a photocopy of a current and valid NIE.

8. Evaluation of the requests

a) New requests:

These requests will take into consideration the academic record, curriculum vitae and the report from the Center.

b) Requests for renewal:

For renewals, the following will be taken into consideration: the report from the Center, the Research Plan, and the record of activities corresponding to the last period completed.

The beneficiaries of the financial aid must send the acceptance of financial aid document to the "Asociación de Amigos", **before July 15**. Said document may be accessed at: <http://www.unav.edu/web/asociacion-de-amigos/becas> and must be correctly filled out and signed in pdf format. Send said document as an attachment in an email to: amigos@unav.es, writing in the reference section of the email: "ACEPTACIÓN (ACCEPTANCE), name and last name(s)".

For the incorporation of new beneficiaries from countries outside the European Union, the "Asociación de Amigos", after receiving the request, will prepare the certificates which accredit concession of the financial aid so as to be able to obtain the corresponding student visa.

9. Acceptance of the terms

Agreement to this calling for participants for financial aid assumes acceptance to the terms and resolution and the individual agrees to renounce any type of claim.

10. Publicity

For the purpose of adequate publicity, this calling for participants for financial aid will be displayed on the "Asociación de Amigos" de la Universidad de Navarra webpage. <http://www.unav.edu/web/asociacion-de-amigos/becas>

The announcement will also appear in the official bulletin, "Boletín Oficial de Navarra".

More information:

Asociación de Amigos
UNIVERSIDAD DE NAVARRA
Edificio Central
Tel. 948 271 911 Ext. 80 2625
Fax: 948 269 183
amigos@unav.es

Secretaría Técnica de Investigación
UNIVERSIDAD DE NAVARRA
Edificio Central
Tel. 948 425600 Ext. 80 2247/80 2452
investigacion@unav.es

