

## **CALL FOR GRANT APPLICATIONS FOR ATTRACTING TALENT TO MASTERS COURSES RUN BY THE UNIVERSITY OF THE BASQUE COUNTRY (UPV/EHU) DURING THE 2024-2025 ACADEMIC YEAR**

### **RULES**

#### **1.- LEGAL PROVISIONS**

Article 38.3 of Act 3/2004, of 25 February, on the Basque University System, states that universities may establish their own system of grants, credits and study scholarships.

According to article 16 of the University of the Basque Country Statutes, said University may seek to promote teaching conditions and complementary offers aimed at fostering the personal development of its students, their comprehensive training, collaboration in R&D activities within the University itself, entities set up by it or entities in which it has a shareholding, complementary practical training, social inclusion and access to the labour market. To this end, therefore, the University of the Basque Country shall establish a broad-ranging system of grants and scholarships.

#### **2.- AIM OF THE CALL FOR APPLICATIONS**

The aim of this Call for Applications is to attract talent to Master's degree courses at the University of the Basque Country during the 2024-2025 academic year.

Each student is permitted to apply for this grant for a single Master's course only.

#### **3.- AMOUNT**

Grants have a value of €3,000.

Grantees who are enrolled on Master's degree courses which last more than one academic year may apply for an additional sum for the second year, providing they can prove that they completed the previous year's course and earned all the corresponding credits. The additional sum will be of € 1,500, except for Masters worth 120 ECTS credits, in which the grant will be of € 3,000. To apply, students should submit a new application within the Call for Grant Applications issued during the subsequent academic year.

A total of 75 grants will be awarded, distributed proportionally to the number of people enrolled in each area of knowledge at the end of the application period (Sciences, Engineering and Architecture, Health Sciences, Social and Legal Sciences, Art and Humanities). The number of grants awarded may be increased in the Granting Resolution in accordance with the budget available. In any case, if there is a tie in any of the areas, in the last score that qualifies for the aid, the number of grants will be increased by the same number as the number of ties.

#### **4.- REQUISITES THAT MUST BE FULFILLED BY ALL APPLICANTS**

Any student interested in applying for a grant should ensure compliance with the following requisites within the established deadline for applications:

- a) Applicants must have pre-registered or be enrolled for all the credits of a University Master's degree course run by the University of the Basque Country during the 2024-2025 academic year. Students enrolled on Master's degree courses which last more than one academic year must be enrolled for all the credits in the current academic year and, in the event of applying for a grant for the following year, must have earned all the credits during the previous year. In any case, applicants must be enrolled on a full course at the moment the grants are awarded and paid.

In those courses in which students cannot enrol for their Master's Graduation Assignment until they have earned the rest of their credits, enrolments that do not include the credits corresponding to said Master's Graduation Assignment will be accepted.

- b) Complete the Master's Degree at the UPV/EHU.
- c) Applicants must have the academic qualifications required to access a Master's degree course.
- d) Applicants who have studied another University Master's Degree are not eligible for this grant.
- e) Applicants must not be subject to any criminal or administrative sanctions involving the loss of eligibility to receive public subsidies or aid; nor may they be legally prohibited in any other way from receiving said subsidies or aid.

#### **5.- SUBMISSION OF APPLICATIONS**

##### **5.1 Submission period.**

Applications may be submitted from July 4 to September 30, 2024.

##### **5.2. Submission procedure: Online**

Applications must be submitted online, and applicants must complete the form posted on the website indicated in section 6 and enclose all the necessary documentation.

Once their application has been submitted, applicants will receive a message confirming receipt of the enclosed documents.

##### **5.3 Documents required**

- a) Online application
- b) Photocopy of National ID card or passport.

c) Personal Academic Certificate indicating the mean grade obtained in the undergraduate degree providing access to the Master's course. Students who earned their degree at the University of the Basque Country subsequent to 1988 do not need to enclose this Certificate. Students who have studied abroad (i.e. in a foreign University) should provide an Equivalence Certificate issued by the Ministry of Education and Vocational Training stating their average undergraduate grades. Said certificates can be requested on-line at the following address:

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=818>

d) Documents providing proof of any merits earned, from those outlined in section 7.b). To claim and provide proof of said merits, applicants must complete the documents that are available on the website. They must also submit documentary proof of any merits being claimed.

e) Legal declaration that you do not possess another University Master's degree (template available on the website).

f) All documents must be provided in Basque, Spanish or English.

## 6.- NOTIFICATION AND PUBLICATION

All documents and information relating to this call for grant applications will be published on the following website:

<https://www.ehu.eus/en/web/masterrak-eta-graduondokoak/university-masters-degrees/pre-enrolment-and-admission/scholarships-and-grants/call-for-grant-for-master-s-degrees-run-by-the-university-of-the-basque-country>

Said publication will serve as notice to all interested parties.

Applicants should also provide an e-mail address on their application forms. This address will be used for individual communications (when necessary).

## 7. ASSESSMENT CRITERIA

When awarding the grants, applications that comply with the requisites established in section 4 will be ordered in accordance with the following criteria:

- a) Academic record of the Degree (up to 90 points). The average grade earned during the degree providing access to the Master's course will be taken into consideration.

The following corrective coefficients will be applied: 1.17 in the case of qualifications stemming from the field of architecture and engineering; 1.11 for those pertaining to the sciences; and 1.05 to those pertaining to the field of health sciences.

- b) Other merits stated by the student: up to 10 points.

b.1.) Knowledge of Basque and foreign languages: maximum 3 points.

In relation to Basque language certificates, the equivalences established in Decree 297, of 9 November 2010, on the recognition of qualifications and certificates providing proof of Basque language proficiency will be taken into account; in relation to foreign languages, all certificates must establish equivalence with the Common European Framework of Reference for Languages). Only certificate issued by official organisations will be accepted.

- Level C2 qualification: 3 points
- Level C1 qualification: 2 points
- Level B2 qualification: 1 point

b.2.) Participation in national and international academic programmes and activities: maximum 5 points.

- Mobility programmes: 2 points
- Extracurricular work experience in Companies, Research Centres or University Centres: 0.25 points per month or per 80 hours.
- Ikasiker Collaboration Grant conferred by the Basque Government or Collaboration Grant conferred by the Spanish Ministry of Education, Culture and Sport: 2 points

b.3.) Other merits: maximum 2 points.

- Official university degree qualifications other than that providing access to the University Master's degree: maximum 1 point.
- Participation in student bodies: maximum 1 point.

## **8.- PROCESSING AND ASSESSMENT OF APPLICATIONS**

### **8.1. Phases of the process.**

The selection process is divided into two phases.

During the first phase, applications are checked to ensure they comply with the requisites established in section 4, and of those that do, the ones that will pass on to the second phase are selected. Twice the number of people as grants available pass on to the second phase in each of the knowledge areas outlined in section 3. The merit taken into account during this first phase is the average grade featured in the applicant's academic transcript, calculated in accordance with that stipulated in section 7.a). Within each knowledge area, applications are ordered in accordance with the applicant's average grade.

During the second phase, applications are assessed in accordance with all the merits outlined in section 7, and a list of successful applicants is drawn up for each knowledge area.

## **8.2. Provisional Resolution of Phase I.**

Once the application period has closed, all applications submitted to the Office of the Pro Vice-Chancellor for Postgraduate Studies and Lifelong Learning are reviewed. After this analysis, the provisional results of Phase I will be published on the website indicated in the call for grant applications, stating the number of grants to be awarded in each knowledge area, the number of applications accepted and the number rejected for not complying with the requisites outlined in section 4, the average grade calculated in accordance with that stipulated in section 7.1) and the names of those selected for Phase II.

Anyone who wishes to lodge an appeal may do so within 10 working days from the day after the provisional results of Phase I are published on the website specified in the call for grant applications. If the application is incomplete or has errors that can be corrected, applicants may submit the missing documents or correct the errors within the application period. To do so, they should complete the online form available on the website. In the event of no appeal being lodged, applicants will be deemed to be in agreement with the information provided in the Resolution.

## **8.3. Definitive Resolution of Phase I.**

After this period and once any appeals lodged have been examined, the definitive Resolution of Phase I will be published on the same website. Only those applications featured in this Resolution will pass onto Phase II.

## **8.4. Provisional Resolution of grants awarded and denied.**

During Phase II, selected applicants will be ordered in accordance with the assessment of all the merits outlined in section 7 that the applicant claims to have earned and for which they have provided proof. Under no circumstances will merits earned after the end of the application period be admitted, nor will those not claimed and accredited within same period be taken into consideration.

Once all the merits have been assessed by the Office of the Pro Vice-Chancellor for Postgraduate Studies and Lifelong Learning, the provisional Resolution of grants awarded and denied will be published on the indicated website, outlining the provisional score obtained by all applicants and those proposed for receiving the grants available in each knowledge area. Anyone wishing to lodge an appeal against this Resolution may do so within a maximum period of 10 working days. To do so, applicants should complete the online form available on the website. If no appeals are lodged within this period, the proposal will be deemed to have been accepted and unsuccessful applicants will no longer have the right to appeal

## **8.5. Definitive resolution of grants awarded and denied.**

After the aforementioned period has transpired, and any appeals lodged have been resolved, the Definitive Resolution of grants awarded and denied will be published on the website indicated in the call for grant applications, specifying the definitive scores obtained by all applicants, the list of grantees and alternative grantees on the waiting list, who will

replace the grantees in the event of their relinquishing the grant before the close of the University of the Basque Country's 2024 budgetary year, in order from highest to lowest score.

In accordance with the Resolution issued on 28 January 2021 by the Vice Chancellor of the University of the Basque Country regarding the delegation of authority and the structure and layout of the operating areas of her governing team, grants shall be awarded by means of a Resolution issued by the Pro Vice-Chancellor for Undergraduate and Postgraduate Studies.

## **8.6. Appeals against the Definitive Resolution of grants awarded and denied.**

The Definitive Resolution, which concludes the administrative proceedings, may be contested by means of the following appeals (no two appeals may be lodged simultaneously):

1.- A voluntary appeal for reconsideration, authorised by article 123 of Act 39/2015 of 1 October. This appeal must be lodged with the same body as that issuing the Resolution within 1 month from the day following its publication through the means outlined on the website of the call for grant applications.

In the event of this administrative appeal being lodged, it shall be deemed to have been dismissed if the appellant receives no administrative notification within 1 month from the date the appeal was lodged. In this case, any further proceedings will be subject to that outlined in the following paragraph.

2.- A contentious administrative appeal, which may be lodged directly with the administrative appeals court of Bilbao within a period of 2 months from the day following the publication of the Resolution (articles 8.3 and 46 of Act 29/1998, of 13 July, which regulates contentious-administrative jurisdiction).

## **9.- CHARACTERISTICS OF THE GRANTS AND RULES FOR GRANTEES**

9.1 The awarding of the grant implies no contractual relationship between the grantee and the University of the Basque Country.

9.2 The grant is incompatible with:

- a) Other grants or scholarships awarded by public or private entities whose purpose is to facilitate students' participation on University Master's courses or help cover the costs inherent in this undertaking (registration fees, travel or accommodation).
- b) Any other kind of grant or scholarship implying any type of time commitment.
- c) The receipt of any other salary-type sum equivalent to more than the established official minimum wage.

9.3 At the moment the grant is awarded, grantees must be enrolled for the entire academic year (except in those circumstances outlined in section 4.a regarding MGA credits) and must

submit the following documents, using the templates published on the call for grant applications website:

- a) Individual declaration of acceptance of both the grant itself and the conditions and obligations for receipt outlined in the call for applications.
- b) An affidavit stating that they are aware of no circumstance that deems them ineligible for receiving the grant.
- c) Their bank details: bank, branch and account number for the transfer.

9.4 By accepting this grant, the student undertakes to remain on the Master's course until the end of the academic year, and to complete at least 70% of the workload. Failure to honour this commitment will result in the student being deemed ineligible for the grant, which will consequently be withdrawn. This in turn will result in the student being obliged to return the full amount transferred.

The student may request the validation and and/or recognition of ECTS credits, up to a maximum of 15% of the credits required for earning the Master's degree.

9.5 The sum of the grant will be paid in December, once the grantee has presented the documents outlined in section 9.3, and in accordance with that stipulated in the Procedure for Payment. Failure to comply with the requisites outlined in said procedure will result in the student being deemed ineligible for receiving the grant.

9.6 Being a grantee does not exempt students from paying the public prices established for the Master's degree course for which they have requested the grant.

9.7 Students may have their status as grantees withdrawn for the following reasons:

- a) Relinquishment (template available on the website).
- b) Revocation due to failure to comply with obligations or due to a change in the conditions taken into account during the awarding process.
- c) Unforeseen incompatibility.

The occurrence of circumstances b) or c) will result in the processing of a case file, during which an audience will be held with the interested party in accordance with that stipulated in Act 39/2015, of 1 October, governing the Common Administrative Procedure for Public Administrations.

## 10.- LEGAL SYSTEM

Anything not specified in the rules of this call for grant applications shall be governed by the General Subsidies Act 38/2013, of 17 November and Royal Decree 887/2006, of 21 July, which approves its regulations; Title VI of Legislative Decree 1/1997, of 11 November, on Subsidies; Decree 698/1991, of 17 December; the current Management Regulations for University Master's Degrees offered by the University of the Basque Country, and Act

39/2015, of 1 October, governing the Common Administrative Procedure for Public Administrations.

## **11.- APPEALS AGAINST THE PRESENT CALL FOR GRANT APPLICATIONS**

The present call for grant applications, which concludes the administrative proceedings, may be contested by means of a contentious administrative appeal, to be lodged with the administrative appeals court of Bilbao within a period of 2 months from the date on which it is published. The above notwithstanding, in accordance with article 123 of Act 39/2015, a voluntary appeal for reconsideration may be lodged with the Pro Vice-Chancellor for Postgraduate Studies and Lifelong Learning, within 1 month from the day following its publication.

Leioa, June 19, 2024.

Montserrat Maritxalar Anglada  
Pro Vice-Chancellor for Undergraduate and Postgraduate Studies