

CALL FOR THE XII SCHOLARSHIP PROGRAM OF RESIDENCE AND COLLABORATION “MIGUEL DE CERVANTES” FOR MASTER STUDIES AT THE UNIVERSITY OF ALCALA. YEAR 2015/2016.

The University of Alcalá provides, through the Vice Rector of Postgraduate and Permanent Education and the Vice Rector of International Relations, **200 Scholarships of Residence and Collaboration (“Miguel de Cervantes”)**, of which 120 will be allocated through agreements with Universities and International Institutions and 80 will be awarded in accordance with the procedure outlined in this summons to Master students during the 2015-2016 academic year (40 for students living in Spain, and 40 for students living outside of Spain.)

The Miguel de Cervantes' Scholarships cover the costs of accommodation while its beneficiaries complete the Master studies for which they have been selected. Throughout the course of the scholarship, its beneficiaries must collaborate on teaching assistant tasks or administrative management tasks. These scholarships are awarded under the following conditions:

1. Terms of the scholarship

The Miguel de Cervantes scholarships provide free accommodation to its beneficiaries at the CRUSA hall of residence (www.crusa.es) in a double room. However, when available, the beneficiaries may stay in a single room, given that they pay the difference between the price of accommodation in a single room and a double room.

Each beneficiary of the Cervantes Scholarship, including new students and veterans of the scholarship, may collaborate for a maximum of 20 hours per month on administrative management tasks, which will be appointed by the Vice Rector of Postgraduate and Permanent Education. As an exception, and if proposed by the Masters directors, they may perform teaching assistant tasks, for maximum of 60 hours during the academic year. Before completing their stay, the students will receive a descriptive document of the collaborative tasks that they have performed, with a report from their supervisor and a clearance certificate from the Postgraduate and Permanent Education Vice Rector.

The enjoyment of this scholarship and the cooperation tasks performed will never result **in legal or labour effects** between the beneficiary and the University of Alcalá.

This scholarship is compatible with the benefits of the general scholarships awarded by the State Secretary for Education, Occupational Training and Universities of the Spanish Ministry of Education, Culture and Athletics, for students pursuing post-compulsory education, except those on Residence.

2. Financing

The expenditure of the grants awarded will be financed by the D069 cost center.

3. Length

The maximum length of this Master students scholarships is the 10 month academic year of 2015-2016 (between the first of September 2015 and the last day of July 2016) and it can be renewed once and only by students admitted for Master studies of 3 to 4 months.

Students who wish to reside in the CRUSA dormitories during the summer months after their scholarship has ended in order to finish work related to their studies may apply for the aforementioned extension for a maximum of 3 months. The application must include a clearance certificate from the director of the student's Masters program and the beneficiaries must pay 50% of the accommodation costs.

4. Candidacy requirements

1. The candidates must possess undergraduate/bachelor's degree or the corresponding education level in their home country necessary to pursue Master studies.
2. Language requirements of the candidates: Every candidate must have a sufficient command of the primary language of the host institution. Candidates who wish to take courses in Spanish who have never done so before must meet the B1 level of the Common European Framework of Reference for Languages for the Spanish language. Candidates that wish to take courses with students pursuing a Masters in Spanish Teacher Training or PhD in Spanish Language and Literature must meet the C1 level of the Common European Framework for the Spanish language.
3. The candidates must reside outside the direct sphere of activity of the University of Alcalá: The Community of Madrid and the area of Guadalajara (Spain)

Candidates that wish to take courses in English and who have never done so before must meet the B2 level of the Common European Framework of Reference for Languages for the English language. Candidates that wish to take graduate level courses within the Masters program for Teaching English as a Foreign Language and/or North American Studies must meet the C1 level of the Common European Framework for the English language.

5. Documentation and application deadline.

1. The deadline for the submission of the applications is:

- a. For students living in Spain: between March 2 and June 30, 2015.
- b. For students living outside Spain: between March 2 and May 30, 2015.

2. The application can be found at <http://www.uah.es/pmo> and must be completed at the time of pre-registration.

4. Required documents :

-The general documents required at the time of pre-registration for Master studies must be submitted on time and under the conditions of the Postgraduate School Website.

-The specific documents for the Miguel de Cervantes Scholarship application are:

- a. A census certificate for residents of Spain.
- b. A copy of accident and health insurance for residents living outside of Spain.

The candidates selected that have not submitted all the documents before the established deadlines will lose their scholarship offer.

4. Recipients for the 2014-2015 academic year that wish to renew their scholarship should email becas.cervantes@uah.es. The application must include a clearance certificate from the director of the student's Masters program.

5. Obligations of the beneficiaries.

1. To provide all the documentation and information required by the University of Alcalá.

2. Once accepted, the student must submit a 400 € deposit to secure their spot. In the case that deposit is not submitted, the student's scholarship application will be nulled.

3. Once the place has been confirmed, the student must enroll as a full time student and pay the corresponding tuition fees. Further information on registration can be found at:

<https://portal.uah.es/portal/page/portal/posgrado/>

4. To attend the courses for which they are registered as soon as they commence and must be prepared to start working on the tasks delegated beforehand.

5. To complete the collaborative tasks assigned by the the Vicerectorate of Postgraduate and Permanent Education. In the case that the student does not complete the stipulated tasks, the scholarship will be nulled and the student will not receive any refund for the costs of lodging during their stay.

6. To successfully perform each stage of the training process.

7. To meet the general standards of the University of Alcalá and the standards of the specific Postgraduate study in which the student is enrolled.

8. To email becas.cervantes@uah.es to request any change in the conditions of the scholarship or any period of absence during the scholarship.
9. To procure a student visa in the corresponding Consulate and to respect Spanish legislation regarding the visa procedure and terms of residency.
10. To procure health and accident insurance that covers the costs of emergency evacuation and repatriation to the United States for the duration of their stay at University of Alcalá.
11. If a student is no longer interested in the scholarship, they must email becas.cervantes@uah.es within a 15 day period of being awarded the scholarship. In this case, the student will not be allowed to reapply for future scholarships.

7. Evaluation Criteria

The Evaluation Committee will evaluate the following:

1. Academic record and training of the candidate in relation to the requirements of the respective program of study
2. Academic transcript and professional background.
3. To be a university teacher and/or to certify that is going to be exercising as a university teacher at the completion of the Master.
4. To hail from a University that pertains to the Ibero-American Postgraduate University Association.
5. Other credits related to the objective of the scholarship, to be decided by the Evaluation Committee.

8. Evaluation Committee

The Evaluation Committee will be responsible for the evaluation of the applications.

The committee will consist of:

President: Postgraduate and Permanent Education Vice Rector.

Members: International Relations Vice Rector and the Director of the PhD Studies Department.

Secretary: Director of the Department of International Relations.

When its members deem it appropriate, the Evaluation Committee may invite other members to attend meetings. These members will have a voice but may not vote.

9. Selection of the Candidates

The scholarship candidate selection process will follow a competitive two-step process:

1. The Directors of the Masters programs, after analysing the information provided, will select candidates based on who best fulfil the pre-requisites of the program of study.

2. The Evaluation Committee will award the scholarships, given that the documentation required by the Directors is provided and in accordance with the evaluation criteria established in this summons.

10. Resolution of Concession

Due to the two separate deadlines for pre-registration, the scholarships will be awarded in 2 instalments:

- a. For students living in Spain: July 9, 2015.
- b. For students living outside of Spain: June 9, 2015.

The letter of acceptance or rejection will be released via email. If you do not receive a scholarship, you may submit a claim within three days of receiving notification via email.

11. Articles of incorporation

If any of the scholarship nominees do not accept the scholarship, alternates will be selected keeping with the evaluation criteria established by the Evaluation Committee.

Alcalá de Henares, February 19, 2015

POSTGRADE AND PERMANENT
EDUCATION VICE RECTOR

INTERNATIONAL RELATIONS
VICE RECTOR

Juan Ramón Velasco Pérez

Miguel Ángel Sotelo Vázquez

ANNEX I: SCHEDULE

	Residents in Spain	Residents outside of Spain
Period of summons and application online	March 2 to June 30, 2015	March 2 to May 30, 2015
Meeting of the Scholarships Evaluation Committee (scholars and alternates)	July 9, 2015	June 9, 2015
Notification of application status	Within three days of the decision	Within 15 days of the decision
Deadline for registration for PhD Studies Service	From September 15 to 21, 2015	
Selection of alternates	June to September 2015	