

## 2010 CALL FOR APPLICATIONS FOR UdG GRANTS FOR INTERNATIONAL STUDENTS IN UNIVERSITY MASTER'S DEGREE PROGRAMMES

*(approved by the Governing Council in session no. 2/10 of 25 February 2010)*

### Statement of reasons

The primary objective of the call for applications for grants for international students in university master's degree programmes is to facilitate the incorporation of international students in master's programmes at the UdG. With this call for applications we hope to further internationalize these programmes at the UdG and attract students with high academic levels. It is also hoped that over time the grant programme will contribute to an increase in the number of international doctoral students and the number of theses defended at the UdG.

This call for applications takes place within the en el *2008-2013 Strategic Plan of the University of Girona*, specifically along the following lines:

2.2. Design and promote active policies to attract, retain and mobilize research talent at pre-university, undergraduate, graduate and post-doctoral levels.

6.4. Offer an adequate number of places in professional master's degree programmes, taking into account local social and economic needs as well as new training opportunities and needs at the international level.

6.6. Create alliances with universities throughout Europe, especially those that are closest in order to respond to common Euroregion needs and to make universities more competitive in the rest of Europe and the world.

7.3. Facilitate the institutional collaboration of lecturers from Catalan and foreign universities in the master's and doctoral programmes.

The International Policy Committee of the UdG, in a double session on 4 and 11 February, has approved this proposed call for applications.

On those grounds, IT IS AGREED TO:

**Sole provision.-** Approve the 2010 call for grant applications for international students in university master's degree programmes at the UdG, in accordance with the attached annex.

# **2010 CALL FOR APPLICATIONS FOR UdG GRANTS FOR INTERNATIONAL STUDENTS IN UNIVERSITY MASTER'S DEGREE PROGRAMMES**

## **1. Objective**

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6.6. Create alliances with universities throughout Europe, especially those that are closest in order to respond to common Euroregion needs and to make universities more competitive in the rest of Europe and the world.

7.3. Facilitate the institutional collaboration of lecturers from Catalan and foreign universities in the master's and doctoral programmes.

## **2. Applicants**

Students of any nationality who meet the following conditions can apply for these grants:

- Complete the pre-registration process for the 2010-2011 academic year and submit all the documentation necessary to start the first year of a master's degree programme included in this call for applications.
- Enter the master's programme with an undergraduate degree or its equivalent from a university that is not part of the Spanish university system.
- Not be a recipient of any other grant or financial assistance awarded to help pay for a programme for which the student has pre-registered when applying. If the grant or financial assistance is obtained after students have been awarded this grant, they must decline one of them.

Along with the application it is necessary to submit documentation to certify compliance with the three previous conditions. If one or more of these requirements cannot be met, the application will no longer be considered.

The programmes included in this grant application process are the university master's degree programmes of the UdG and the joint master's degree programmes in which at least 33% of the instruction for the 2010-2011 academic year is given at the UdG and the registration process is completed at the UdG. The professional master's programmes are excluded from this grant application process.

### **3. Nature of the grant**

The amount of grant money available is **75,000 €** and each grant holder will be awarded 3,000 €

This amount will be distributed in two parts. The first part coincides with the registration fees for the first year of the programme and will be issued only for payment of that fee, not to students to do with as they wish. If students can clearly prove that the fee has been paid previously, the grant money will be given directly to them in cash.

The second payment corresponds to the remaining amount of the grant after the registration fee as been paid. It will be made four months after payment of the registration fee, on the condition that students submit a favourable progress report from the director of their master's programme.

There will be two periods in which to submit applications: in April and in September. A maximum of 15 grants will be awarded during the first period and the rest during the second. If all the grants are not awarded during the first period, the grant money will be added to the total amount awarded in the second period.

Applications that have been placed on a waiting list during the first period (see section 4) will be added to the applications submitted during the second period under the same conditions, provided that students confirm in writing their desire to continue with the process.

A waiting list will be established in the second period to award any grants that have been declined.

### **4. Assessment and criteria**

The applications will be assessed by an internal committee presided over by the vice-rector for International Policy and four members of the teaching staff from among the members of the International Policy Committee and nominated by the Office of the Vice-Rector for International Policy. This internal committee may request advice and assistance from the appropriate technical services.

The submitted applications will be assessed against the criteria detailed in the next section:

- Assessment of the average mark on the academic transcript of the university degree programme leading to the master's programme (up to 7 points).
- Assessment of the curriculum vitae of applicants and of their reasons for applying to the master's programme (up to 2 points).
- Assessment of the master's programme included in the call: UdG university master's (1 point) and joint master's degree programmes coordinated by the UdG (0.5 points).

In the first period, a maximum of three grants per master's degree will be awarded. In the second period, two more grants can be awarded.

The president of the internal committee will send assessment reports to the International Policy Committee, which in turn will analyse and bring the proposed resolution up to the rector, if necessary.

## 5. Obligations of the grant recipients

The obligations of the grant recipients are the following:

- Sign the grant acceptance form.
- Complete the registration process at the UdG for the 60 ECTS credits in the master's programme for which the grant has been awarded.
- Participate in the master's programme for which they have registered.
- Inform or request authorization from the Office of the Vice-Rector for International Policy of any change or incidence affecting the grant requirements (incompatible situations as a result of receiving other grants, etc.) and provide all the information requested by the Office of the Vice-Rector for International Policy.
- Inform in writing the Office of the Vice-Rector for International Policy of incompatibility or any other reason for refusing the grant.

## 6. Application procedures and deadlines

Applications may be submitted until **20 April 2010 (1<sup>st</sup> call)** and until **5 September 2010 (2<sup>nd</sup> call)** online (**Annex I**) using the web page that the UdG will create for that purpose and about which information will soon be available on the web of the Office of the Vice-Rector for International Policy and at *laMevaUdG*.

Due to the nature of the call, it will be announced in four languages: Catalan, Spanish, French and English.

The online application deadline will be at 12 h on the dates indicated. Applicants must print the online form (**Annex I**), sign it and send it by certified special delivery post so that it arrives before 30 April 2010 (1<sup>st</sup> call) or before 15 September 2010 (2<sup>nd</sup> call).

Applicants must also attach (in a .pdf file) the following **documents**:

- Statement of interest in completing the master's programme (2 pages maximum).
- Signed declaration stating that the applicant, on the date the application is submitted, has not received any other grant or financial assistance for the first year of this master's programme.

It is understood that the remaining documents needed to assess the applications (university diplomas, academic transcripts, passports, curricula and proof of having registered) have been previously submitted to the UdG during the pre-registration process. The assessment committee will access this documentation through the various UdG services where it is kept on file, even though it is the responsibility of the student to have all the documents needed for this call on file at the UdG.

Once the application deadlines have expired, the applications will be reviewed and a list will be posted on the website of the Office of the Vice-Rector for International Policy and on the UdG notice board (Les Àligues) containing the names of accepted applicants, of those whose applications have been rejected due to missing documentation and of those awaiting updated academic transcripts, and a deadline extension of 10 days will be granted to update applications. Failure to do so will be understood as the withdrawal of the application and the applicant will not be notified by email.

## **7. Administration**

These costs will be charged to spending unit **02.76.006, chapter IV**, budget heading 481.99, for a maximum amount of 75,000€ of the 2010 budget.

## **8. Final decisions**

Based on the proposals made by the International Policy Committee, the rector of the University of Girona will make final decisions **within 30 days of the deadlines for paper applications (30 April 2010 and 15 September 2010)**. The decision to award a grant will depend on the student being admitted to the master's programme. The names of grant recipients will be posted on the UdG notice board (Les Àligues) and on the website of the Office of the Vice-Rector for International Policy.

The day after the list is posted will the first of a period of 15 working days during which the proposed grant holders must sign a statement accepting the grant, the regulations regarding the application procedure and the obligation to comply with them.

## **9. Refusals**

If any of the proposed grant recipients refuses the grant before 8 October 2010, the grant will be awarded to the next candidate on the waiting list.

Grants refused after the above deadline will not be reassigned.

## **10. Non-compliance and cancellation of the grant**

Non-compliance or partial compliance with the obligations or requirements established for this call for applications, or with the conditions, as the case may be, of the decision to award the grant, or withholding or falsifying information, will lead to loss of the grant and the obligation to return any money received, after the corresponding procedures, including a hearing with the applicant, have been followed.

**ANNEX I**  
**2010 CALL FOR APPLICATIONS FOR UdG GRANTS FOR INTERNATIONAL STUDENTS IN UNIVERSITY MASTER'S DEGREE PROGRAMMES**

*(This is only a model. The application should be completed online at the website of the Office of the Vice-Rector for International Policy.)*

*Name and surname of the applicant*  
*Identification document/Passport number*  
*Country of residence*  
*Email*  
*Mailing address*  
*Telephone number*  
*Master's programme for which you are requesting the grant*  
*University diploma providing admission to the master's programme*  
*University awarding that diploma*  
*Country of the university awarding the diploma*

Applicants must attach the following documents in .pdf format:

- *Statement of interest in completing the master's programme (2 pages maximum).*
- *Signed declaration stating that the applicant, on the date the application is submitted, has not received any other grant or financial assistance for the first year of this master's programme.*

*Applicants are required to have submitted all the required documents during the pre-registration process.*

*Applicants must print the online form (**Annex I**), sign it and send it by certified special delivery post so that it arrives before 30 April 2010 (1<sup>st</sup> call) or before 15 September 2010 (2<sup>nd</sup> call).*

*Girona, ..... 2010*

*Signature of the applicant*

**OFFICE OF THE VICE-RECTOR FOR INTERNATIONAL POLICY**