



**Call for applications for Academic Excellence Scholarships for students enrolled in  
Official Master's Degrees at the University of Navarra's School of Economics and  
Business Administration**

**2015-2016 Academic Year**

**Regulations**

**1. INTRODUCTION:**

The University of Navarra's School of Economics and Business Administration offers scholarships for students enrolled in the official master's degrees taught on the Pamplona and Madrid campuses of the University of Navarra during the 2015-2016 academic year and listed in Section 7 of these regulations.

The scholarships are intended to cover 35%, 50% or 65% of the total registration fee for the master's degree, as specified in the table in Section 8 of these regulations, and are designed for students from any geographic location.

In the event that the duration of the master's degree is longer than one academic year, the scholarship will cover 35%, 50% or 65% of the total registration fee. In this case, the scholarship award from your first academic year will be valid for your second year, so there is no need to submit another scholarship application for your second year. Students enrolled in master's degrees with a duration of more than one year who do not receive this scholarship in their first year will not be allowed to apply for this scholarship.

**2. CHARACTERISTICS OF THE FINANCIAL AID:**

Students are required to apply for all public or private scholarships for which they meet the application conditions.

The financial aid awarded through this scholarship program can be applied only to the registration fee and can be combined with any other scholarship or financial aid that the recipient may obtain in order to meet these expenses. In addition to being compatible with other public and private scholarships, this program is also compatible with other scholarships awarded by the Friends of the University of Navarra, large family discounts and discounts associated with the candidate's relationship with the University of Navarra (e.g. adjunct professors, employees, etc.).

It is also compatible with the incentive program for undertaking doctoral dissertations, although they are not cumulative. In other words, if a student receives an 80% registration fee discount through the incentive program and, at the same time, an Academic Excellence Scholarship, the discount percentage of the incentive program will decrease in such a way that the sum of the two discounts will never exceed 80%.

In the case of University of Navarra - Santander Group scholarships, these are compatible and cumulative. In other words, if a student receives a 65% Academic Excellence Scholarship, he or she may also receive a 35% scholarship through the University of Navarra - Santander Group program and thus cover the total registration fee with these two scholarships.

The sum of all scholarships and discounts awarded may never exceed the registration fee for the academic year for which the financial aid is being requested, and in the event that this occurs, the difference will be subtracted from the financial aid awarded through this program.

Recipients may undertake paid work during the study program, on the sole condition that such work does not interfere with the timetable of the study program for which the student has received the scholarship. In the event that the scholarship recipient receives any type of grant or financial aid, present or future, in connection with the study program from the company where the student is employed at the time of the scholarship application, the applicant will be required to reimburse the amounts paid by that company.



### 3. REQUIREMENTS FOR APPLICANTS:

1. At the time of submitting the application, applicants must have finished or be in their final year of the study program that provides them with access to the master's degree. If awarded a scholarship, this will be contingent upon successful completion of the previous study program by the time the master's degree program commences, including the Final Year Project in degree programs that require it.
2. Applicants must have the language skills required to follow their chosen study program properly.
3. They must have already applied for admission to one of the official master's degree programs listed in Section 7 of these regulations. The actual awarding of the scholarship will take place when registration is formalized; the amount owed will be reduced by 35%, 50% or 65%, provided the student has enrolled in the number of credits required for the curriculum.
4. Candidates must have received a minimum GPA of 7 (on a scale of 0 to 10 points) or 2 (on a scale of 0 to 4 points) in the degree program that provides them with access to the master's degree. Graduates of technical degree programs such as Architecture and Engineering are required to receive a minimum GPA of 6 points (out of 10) or 1.5 points (out of 4).
5. If awarded this scholarship, students will agree to formalize their registration before the deadline stipulated by the administrative office of the master's degree program and, where applicable, to pay the non-refundable pre-registration fee before said deadline. Failure to comply with these procedures will result in the immediate denial of the scholarship.

### 4. DOCUMENTATION:

The documentation required to apply for these scholarships is listed below and must be delivered in person or sent by mail to the School of Economics and Business Administration (unbound). Applications sent by fax and email will not be accepted. Under no circumstances will the documentation be returned to the applicant, even if the application is unsuccessful. The School of Economics and Business Administration reserves the right to request any additional documentation to help it carry out a proper assessment of the application.

1. Application form with all sections duly completed.
2. Photocopy of National Identity Document (DNI) or passport (international students only).
3. Two recent passport-sized photographs affixed in the relevant spaces on the application form.
4. Original academic record of the applicant's university studies specifying all subjects taken, the grades achieved and the final GPA, unless the degree was undertaken at the University of Navarra.
5. Résumé and photocopies of the most relevant certificates, up to a maximum of five documents.
6. An essay explaining the candidate's plan of studies and professional development. In this essay, applicants must express their interest and personal motivation for pursuing the study program for which they are requesting the scholarship and the reasons that led them to choose the University of Navarra. This will be a fundamental document in the process to select recipients, so it should be as specific as possible. This essay must not exceed the space provided for that purpose in the application form.
7. Two letters of reference or recommendation in sealed envelopes from university professors or other relevant people who have had contact with the applicant in an academic or professional capacity, with details on aspects of their education and their ability to successfully complete the master's degree.

### 5. DEADLINE AND LOCATION FOR SUBMISSION OF APPLICATIONS:

Applications must be submitted to the Administrative Office of the School of Economics and Business Administration from April 1 - May 15, 2015 (ordinary application period) and June 1 - July 15, 2015 (special application period). Applications received after this deadline will not be accepted. Applicants may be submitted in person or sent by mail to the following address (emails and faxes

will not be accepted):

School of Economics and Business Administration  
 Master's Degree Programs  
 Amigos Building  
 University of Navarra  
 31009 Pamplona, Spain

#### **6. CRITERIA FOR ASSESSMENT AND ADMISSION DECISIONS AND THE RESPECTIVE SCHOLARSHIPS AWARDED IN EACH ONE:**

Following consideration of all applications, a decision on the awarding of scholarships will be made jointly based on the proposal issued by the Executive Director of the School's master's degree programs and forwarded to the recipient selection committee for this scholarship program. This committee will be composed of members of the Board of Management of the School of Economics and Business Administration and will issue a definitive and irrevocable decision.

Each application will be assessed based on the principles of merit, equality and ability, and the following criteria:

Academic record: 5 points  
 Plan of studies essay: 3 points  
 Résumé: 2 points

The committee's decision will be communicated to all applicants in the ordinary registration period prior to June 15, 2015. Decisions on applications submitted during the special registration period will be made before August 15, 2015. If the decision is favorable, students must inform the School of Economics and Business Administration that they accept the scholarship within 10 working days of receipt of the communication.

At that time, the master's program coordinator may require recipients of this scholarship to pay part or all of the remainder of the registration fee not covered by this scholarship.

If any of the scholarships are not granted due to a shortage of suitable candidates, the master's program coordinator reserves the right to increase the number of scholarships allocated to one of the other stretches, provided that there are applicants who meet the requirements.

#### **7. LIST OF OFFICIAL MASTER'S DEGREES COVERED BY THIS CALL FOR APPLICATIONS:**

Master's Degree in Banking and Financial Regulation (6)  
 Master's Degree in Human Resources Management for Organizations (6)  
 Master's Degree in Banking and Finance (6)

#### **8. TABLE OF PERCENTAGES OF THE TOTAL COST COVERED BY THE SCHOLARSHIP IN RELATION TO THE APPLICANT'S UNIVERSITY DEGREE ACADEMIC RECORD:**

<b>GPA</b> (en una escala de 0 a 10 puntos)	<b>Percentage</b>	<b>Master's Degree in Banking and Financial Regulation</b>	<b>Master's Degree in Human Resources Management for Organizations</b>	<b>Master's Degree in Economics and Finance</b>
Higher than or equal to 7 points and lower than 8 points	35%	2 scholarships	2 scholarships	2 scholarships
Higher than or equal to 8 points and lower than 9 points	50%	2 scholarships	2 scholarships	2 scholarships
Higher than or equal to 9 points	65%	2 scholarships	2 scholarships	2 scholarships



ONLY THIS PAGE MUST BE COMPLETED IN DUPLICATE

Call for Applications for Academic Excellence Scholarships for Students Enrolled in Official Master's Degrees at the University of Navarra's School of Economics and Business Administration
2015-2016 Academic Year
Application Form

Applicants must affix a photograph here

IMPORTANT:
- Read the regulations concerning this call for applications before completing this form.
- If you plan to apply for another scholarship or financial aid program, you must do it before the application deadline for this call for applications, unless the application periods for the other programs have not yet opened.

1. Student information

Form fields for student information including: 1st SURNAME, 2nd SURNAME, FIRST NAME, AGE, DATE OF BIRTH, DNI or PASSPORTE, MARITAL STATUS, SEX, NATIONALITY, MASTER'S DEGREE, STUDY PROGRAM, EMAIL ADDRESS, HOME ADDRESS, ZIP CODE, CITY, PROVINCE, COUNTRY, TELEPHONE NUMBER.

Please note:
The information collected here will be included and processed in a file for internal use and to provide the University's own and complementary services such as the sending of information and publications related to the University of Navarra.



**Call for Applications for Academic Excellence  
Scholarships for Students Enrolled in Official Master's  
Degrees at the University of Navarra's School of  
Economics and Business Administration**

**2015-2016 Academic Year**

**Application Form**

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# 1. Student information

<b>1st SURNAME</b>		<b>2nd SURNAME</b>	
<input type="text"/>		<input type="text"/>	
<b>FIRST NAME</b>		<b>AGE</b>	<b>DATE OF BIRTH</b>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<b>DNI or PASAPORTE (international students only)</b>	<b>MARITAL STATUS</b>	<b>SEX</b>	<b>NATIONALITY</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>MASTER'S DEGREE FOR WHICH YOU ARE REQUESTING THE SCHOLARSHIP</b>			<b>YEAR</b>
<input type="text"/>			<input type="text"/>
<b>STUDY PROGRAM OR ACTIVITY UNDERTAKEN LAST ACADEMIC YEAR</b>			<b>YEAR</b>
<input type="text"/>			<input type="text"/>
<b>EMAIL ADDRESS</b>			
<input type="text"/>			
<b>HOME ADDRESS STREET / PLACE / AVENUE, No., FLOOR</b>			
<input type="text"/>			
<b>ZIP CODE</b>	<b>CITY</b>	<b>PROVINCE</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>COUNTRY</b>	<b>TELEPHONE NUMBER</b>		
<input type="text"/>	<input type="text"/>		
<b>ADDRESS DURING THE ACADEMIC YEAR STREET / PLACE / AVENUE, No., FLOOR (IF KNOWN)</b>			
<input type="text"/>			
<b>ZIP CODE</b>	<b>CITY</b>	<b>PROVINCE</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>TELEPHONE NUMBER</b>			
<input type="text"/>			

**Please note:**

*The information collected here will be included and processed in a file for internal use and to provide the University's own and complementary services such as the sending of information and publications related to the University of Navarra. Applicants are hereby informed of their rights and give express consent to the University of Navarra, the entity responsible for the file, to release the information for the abovementioned purposes exclusively to the parties involved in activities related to the development and goals of the University of Navarra. Once the call for applications has closed, the data provided here will be deleted in accordance with the provisions of Royal Decree 1720/2007, approving the LOPD. Authorized persons may exercise the rights of access, correction, cancellation and opposition, as regulated by LOPD 15/1999, by contacting the address indicated in this form.*



## 2. Information of other scholarships

**State whether you have applied or plan to apply for other scholarship or financial aid programs for the academic year for which you are requesting this scholarship (mark with a cross):**

If you plan to apply for another scholarship or financial aid, you must do it before the application deadline for this call for applications, unless the application periods for the other programs have not yet opened.

- Government of Spain       Regional Government of Navarra       Regional Government of the Basque Country
- Incentive program for undertaking doctoral dissertations (*Programa de incentiación para la realización de tesis doctorales*)
- Other scholarship program. State which one: .....
- I have not applied and am not going to apply for another scholarship. State your reason:
  - I do not meet the financial requirements.
  - I do not meet the academic requirements.
  - There is no other scholarship program that matches my profiles.
  - Other reasons. State reasons: .....

## 3. Academic information

State the university degree you possess:

At which university did you complete this?

Do you have a university degree still to complete? State the number of subjects or credits still to complete:

Have you been a recipient of this scholarship in previous academic years?

State your GPA for this degree:

**Comments:** please remember that it is necessary to receive a minimum GPA of 7 (on a scale of 0 to 10 points) or 2 (on a scale of 0 to 4 points) in the degree program that enables you to undertake the master's degree. Graduates of technical degree programs such as Architecture and Engineering are required to receive a minimum GPA of 6 points (out of 10) or 1.5 points (out of 4).

## 4. Essay

Write an essay explaining your plan of studies and professional development. In this essay, you should express your interest and personal motivation for pursuing the study program for which you are requesting the scholarship and the reasons that led you to choose the University of Navarra. This will be a fundamental document in the selection of recipients, so it should be as specific as possible.

Page 1 of 2 of the essay:

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Page 2 of 2 of the essay:

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# Confirmation of Application

(to be filled in by the student)

First name: .....

Surnames(s): .....

Full address: .....

.....

Zip code and city: .....

Province and country: .....

E-mail: .....

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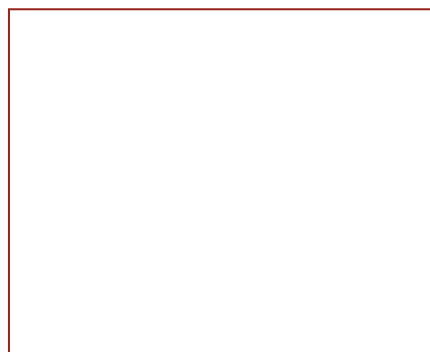
**2015-2016 Academic Year**

Students must complete this part before submitting the application form. It will be returned, as acknowledgment of receipt, with the University stamp and the date of receipt. If the application has been sent by mail, this stamped receipt will be mailed to the student's home address or sent by e-mail.

The committee's decision will be communicated to all applicants prior to August 15, 2015, by mail or e-mail.

Keep this receipt. It will be required for queries regarding this application.

School of Economics and Business Administration  
Master Programs  
University of Navarra  
Edificio Amigos / 31009 Pamplona  
Teléfono: +34 948 425 614  
E-mail: [becas@unav.es](mailto:becas@unav.es)



..... (University of Navarra stamp and date)