



**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**

2018-2019 Academic Year

Regulations

1. INTRODUCTION:

The School of Economics and Business Administration and the University of Navarra are offering scholarships for students enrolled in the official master's degree programs taught on the University of Navarra's Pamplona and Madrid campuses during the 2017-2018 academic year that are 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.

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

2. CHARACTERISTICS OF THE FINANCIAL AID:

Students are required to apply for all public and private scholarships for which they meet the eligibility requirements.

The financial aid awarded through this scholarship program may be applied exclusively to the registration fee and may be combined with any other public or private scholarship or financial aid obtained by the recipient to meet these expenses.

These scholarships are also compatible with the incentive program for preparing doctoral dissertations, although they are not cumulative. In other words, if a student receives a

discount of 80% on the registration fee through the incentive program and is also awarded an Academic Excellence Scholarship, the discount percentage through the incentive program

will be reduced so that the sum of the two discounts never exceeds 80% of the registration fee.

Scholarships from the University of Navarra – Santander Group call for applications are compatible, but not cumulative. Therefore, if a student receives an Academic Excellence Scholarship for 65%, as well as financial aid from Banco Santander, the discount percentage from the Excellence Scholarship will be reduced so that it never exceeds 65%.

If the student is awarded any kind of exemption or discount by the University of Navarra upon registration (e.g., for being a member of a large family), the amount of the Excellence Scholarship will be reduced in the proportionate amount of the discount.

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. If the scholarship recipient receives any type of grant or financial aid at any time 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 submission of the application, applicants must have completed or be in their final year of the study program that provides them with access to the master's degree. Being awarded a scholarship will be contingent upon successful completion of the required 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 properly follow their chosen study program.
3. They must have already applied for admission to one of the official master's degree programs listed in Section 7 of these regulations.
4. Applicants 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. Students awarded this scholarship 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:

Interested applicants must submit the following documents:

1. Application form with all sections duly completed (see Appendix 1).
2. An essay in which applicants indicate their motivation or interest in the master's degree program the scholarship is being applied for as part of their professional development. In this essay, applicants must express their interest and personal motivation for pursuing the study program for which they are applying for the scholarship and what led them to choose the University of Navarra.



5. APPLICATION DEADLINE AND PLACE OF SUBMISSION:

Applications must be submitted to the Administrative Office of the School of Economics and Business Administration from May 10 to June 15, 2018 (ordinary application period) and from June 20 to July 15, 2018 (special application period). Applications received after this period will not be accepted.

Applications may be submitted in person or sent by mail or email to the following addresses:

School of Economics and Business Administration
Master's Degree Programs
Attn: Carmen Cueto (ccueto@unav.es)
Amigos Building
University of Navarra
31009 Pamplona, Spain

6. ASSESSMENT CRITERIA AND SCHOLARSHIPS AWARDED:

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 will be forwarded to the 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 before July 6, 2018. Decisions on applications submitted during the special application period will be made before August 10, 2018. 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.

The actual awarding of the scholarship will take place when registration is formalized; the amount owed will be reduced by the amount of the scholarship. At that time, the recipient must pay the amount of the registration fee not covered by the scholarship.

7. LIST OF OFFICIAL MASTER'S DEGREES COVERED BY THIS CALL FOR APPLICATIONS AND THE RESPECTIVE SCHOLARSHIPS AWARDED IN EACH ONE:

- Master's Degree in Banking and Financial Regulation
- Master's Degree in People Management for Organizations
- Master's Degree in Banking and Finance

If there are more suitable, eligible applicants than scholarships available, the selection committee reserves the right to increase or reduce the amount of the scholarship in keeping with the budgetary limit determined by the School of Economics and Business Administration.

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

GPA (en una escala de 0 a 10 puntos)	Maximum percentage	Master's Degree in Banking and Financial Regulation	Master's Degree in People Management for Organizations	Master's Degree in Economics and Finance
Between 7 and 8 points	35%	2 scholarships	2 scholarships	2 scholarships
Between 8 and 9 points	50%	2 scholarships	2 scholarships	2 scholarships
9 points or higher	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**

2018-2019 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

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



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

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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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