



**Call for Applications for Teaching Assistant Scholarships for Students Enrolled in  
the Master's Degree in Economics and Finance at the University of Navarra's  
School of Economics and Business Administration**

**2015-2016 Academic Year**

**Regulation**

**1. OBJETIVES AND GENERAL CHARACTERISTICS:**

- The objective of this program is to train young graduates in university activity.
- The training period will normally last 10 months, which may be extended by two months.
- Recipients of these scholarships will hold the status of Teaching Assistant at the University of Navarra's School of Economics and Business Administration.
- Receipt of this scholarship is incompatible with any other work, professional or otherwise, and receipt of unemployment benefit, unless expressly stated to the contrary.
- It is hereby expressly stated that these scholarships are not designed for completion of doctoral dissertations and are therefore not affected by the provisions of Royal Decree 63/2006, which approves the Regulations for Research Personnel in Training.

**2. REQUIREMENTS FOR APPLICANTS:**

- To hold a diploma, undergraduate degree, engineering degree or architecture degree, or be a student in the final year of a degree.
- Applicants will have preferably obtained their degree within the last three years.
- To be enrolled in the Master's Degree in Economics and Finance at the University of Navarra for the 2015-2016 academic year.
- To have received a minimum GPA of 8.5 (on a scale of 0 to 10 points) in the degree program that provides them with access to the master's degree.

**3. REQUIREMENTS FOR APPLICANTS:**

- 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.
- To have completed 40 hours' support work in the departments of Economics or Business Administration at the University of Navarra's School of Economics and Business Administration.
- To report to the School Board if there is any relevant incident that may affect normal performance of the teaching support plan proposed by the School.
- To submit to the School Board, once the scholarship term has finished, a report outlining the work carried out.
- Failure to comply with these requirements will result in the immediate suspension of the scholarship.
- Simply by submitting an application, scholarship candidates waive their right to take any kind of legal action or out-of-court action against the committee's decision or the decisions made by the School, after hearing the department or university professor responsible for managing or supervising the scholarship recipient's training plan.



#### **.4. APPLICATION FORMS AND DOCUMENTATION:**

- Application form.
- Photocopy of DNI or Passport.
- Photocopy of the academic record and, where applicable, proof of having received the degree..

#### **5. SELECTION:**

- The assessment and selection of candidates will be carried out by the School Board.
- The applications will be assessed based on the applicants' academic performance and accomplishments, other information provided in the application form, and how well suited they are to the specific characteristics of the different programs offered by the departments.

#### **6. 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. 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 Programs  
Edificio Amigos  
Universidad de Navarra  
31009 Pamplona - Navarra – Spain

The committee's decision will be communicated to all applicants prior to June 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.

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

Master in Economics and Finance

#### **8. MONTHLY AMOUNT AWARDED THROUGH THE SCHOLARSHIP IN RELATION TO THE HOURS SPENT ON SUPPORT TASKS IN THE SCHOOL:**

<b>GPA</b> (en una escala de 0 a 10 puntos)	<b>Number of hours per month spent supporting one of the School's departments</b>	<b>Monthly amount covered by the scholarship</b>	<b>Number of scholarships awarded</b>
Higher than or equal to 8.5 points.	40	800,€	2



Call for Applications for Teaching Assistant Scholarships for Students Enrolled in the Master's Degree in Economics and Finance 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 with fields for: 1st SURNAME, 2nd SURNAME, FIRST NAME, AGE, DATE OF BIRTH, DNI or PASSPORTE, MARITAL STATUS, SEX, NATIONALITY, 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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for Students Enrolled in the Master's Degree in  
Economics and Finance at the University of Navarra's  
School of Economics and Business Administration**

**2015-2016 Academic Year**

**Application Form**

Applicants  
must affix a  
photograph  
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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:**

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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:.....

.....

## 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:

A large rectangular area containing numerous horizontal dotted lines, intended for writing the essay.



# 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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Enrolled in the Master's Degree in Economics and Finance at the University  
of Navarra's School of Economics and Business Administration**

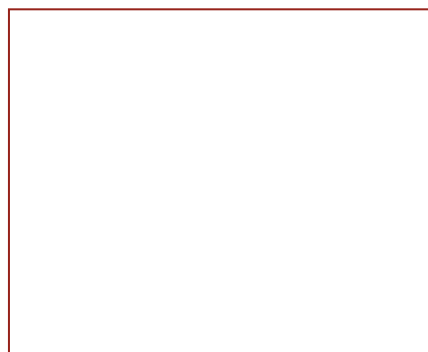
**2015-2016 Academic Year**

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)