



**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**

**2020-2021 Academic Year**

**Regulation**

**1. OBJECTIVES 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 2020-2021 academic year.
- To demonstrate an academic transcript record with good performance in the degree program that provides access to the master's degree.

**3. RESPONSABILITIES 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 complete as an average of 40 hours per month' support work in the departments of Economics or Business Administration at the School of Economics and Business Administration. Applicants will help Faculty professors doing some tasks such as correcting students' work or exams and attending some classes.
- 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 March 15 - May 20, 2020. Applications received after this deadline will not be accepted. Applicants may be submitted in person or sent by mail to the following address:

Master in Economics and Finance  
mef@unav.es

Amigos Building  
University of Navarra  
31009 Pamplona, Spain

The committee's decision will be communicated to all applicants by June 1, 2020. If the decision is favorable, students must inform the School of Economics and Business Administration that they accept the scholarship within 10 working days upon 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:**

There are 3 scholarships available for the amount of 800 € per month, corresponding to the 40 hours/month of support as a Teaching assistant.



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

2020-2021 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.



## 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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