

## ANNOUNCEMENT OF 14TH “MIGUEL DE CERVANTES” ACCOMMODATION AND COLLABORATION GRANTS SCHEME FOR MASTER’S DEGREES IN THE UNIVERSITY OF ALCALÁ. ACADEMIC YEAR 2017/2018.

Through its Vice-Rectorates of Postgraduate Studies and Life-Long Learning and of International Relations, the University of Alcalá makes available **200 “Miguel de Cervantes” Accommodation and Collaboration Grants**. Of these, 120 will be assigned by means of agreements with international universities and other institutions, while a further 80 will be awarded under the terms of this announcement to students of university master’s degrees in academic year 2017-2018, 40 to students resident in Spain and 40 to students resident outside Spain. Should any places fail to be assigned by means of agreements, they will be added to those for award.

The “Miguel de Cervantes” grants cover accommodation costs whilst their beneficiaries are studying towards the master’s degree to which they have been admitted. While in receipt of the grants they will be able to take part in teaching support or administrative tasks.

The rules governing these grants are as follows:

### 1. Conditions of the grants

The “Miguel de Cervantes” grants provide grant holders with free accommodation in shared double rooms at the CRUSA “Village” Residence Complex ([www.crusa.es](http://www.crusa.es)). Notwithstanding, subject to availability beneficiaries may contract their own single-room accommodation with CRUSA by paying the difference between the price of individual and shared accommodation.

All “Cervantes” grant holders, whether new students or students renewing their grant, will be able to collaborate in administrative tasks for up to 20 hours a month. These tasks will be assigned by the Vice-Rector for postgraduate and Life-long Learning. In exceptional cases, if proposed by the director of a master’s degree grant holders may provide up to 60 hours of teaching support to lecturers in the course of an academic year. Before their residence comes to an end, the students involved will receive a certificate detailing the nature of their collaboration together with a report from the person supervising it and the written approval of the Vice-Rector for Postgraduate and Life-long Learning.

Neither receipt of this grant nor collaborative activities will under any circumstances be taken to imply any contractual relationship of employment between the beneficiary and the University of Alcalá.

This grant may be held together with grants for students outside compulsory education awarded by the Secretary of State for Education, Vocational Training and Universities of the Ministry of Education, Culture and Sports, except for accommodation grants.

## 2. Funding

The expenditure on the grants given will be charged to cost centre 30600D069.

## 3. Duration:

The maximum duration of the grants will be 10 months during the period corresponding to academic year 2017-2018 (from 15 September 2017 to 15 July 2018). They may be renewed once in the case of students taking master's degrees lasting 3 or 4 semesters.

Students wishing to board in the CRUSA residential complex during the summer months following the academic year in which they were matriculated in order to complete work related to their courses may request an extension of up to 3 months between 15 July and 15 September. This request must be accompanied by the approval of the director of the master's degree in question and the beneficiaries must pay the percentage stipulated by CRUSA and stated in the accommodation contract signed by the student.

## 4. Applicants' requisites

1. Applicants must be in possession of an undergraduate degree or other qualification which in their country of origin gives access to a master's degree.
2. Linguistic requisites:

All candidates must have sufficient competence in the language in which they shall pursue their studies.

Candidates wishing to pursue **studies in Spanish** but who have not pursued previous university studies in Spanish must vouch for knowledge of Spanish equivalent at least to Common European Framework for Languages level B1. Candidates wishing to take the university master's degree in Teaching Spanish as a Foreign Language or the doctorate in Spanish Language and Literature must be able to vouch for knowledge of Spanish equal or higher than level C1.

Candidates wishing to pursue **studies in English** but who have not pursued previous university studies in Spanish must vouch for knowledge of English equivalent at least to Common European Framework for Languages level B2. Candidates wishing to take the university master's degree in Teaching English as a Foreign Language or the university Master's Degree in North American Studies must be able to vouch for knowledge of English equal or higher than level C1.

3. Candidates' place of habitual abode shall not be in a town or village within the direct catchment area of the University of Alcalá, that is to say, in either the Madrid Region or the province of Guadalajara (Spain).

## 5. Documentation and periods for submitting applications

1. The periods for submitting applications will be:
  - a. For students residing in Spain: from 1 March to 30 June 2017.
  - b. For students residing outside Spain: from 1 March to 31 May 2017.
2. The application must be completed at this link <http://www.uah.es/pmo> when registering for the degree.
3. The following documents must be submitted:
  - Those normally required when registering in master's programmes, which must be submitted at the times and in the forms set out in the [Postgraduate School's website](#).
  - Those proper to the "Miguel de Cervantes" grants:
    - a. Census certificate for residents in Spain.
    - b. Copy of health and accident insurance for those resident outside Spain, as indicated in point 6.10 of the section **Duties of grant holders**. This document must be sent by email to [becas.cervantes@uah.es](mailto:becas.cervantes@uah.es) within 7 days from notification of the award of the grant.

Selected candidates who fail to submit this documentation in the stated period will lose their right to receive the grant.
4. Students of master's degrees of more than 60 credits who were recipients of these grants in academic year 2016-2017 and wish to request their renewal should do so by email to [becas.cervantes@uah.es](mailto:becas.cervantes@uah.es). It is essential for such students to have the approval of the director of the relevant master's degree.

## 6. Duties of grant holders

1. To submit all documentation called for in the announcement and to furnish whatever information the University of Alcalá may require of them.
2. Once admitted onto the degree, they must pay 400 € to reserve their place. Should they fail to make said reservation, they shall be deemed to have withdrawn their grant application.
3. Once adjudicated a place, they must matriculate in the studies to which they have been admitted as full-time students and pay the corresponding amounts. Matriculation may be carried out using the application at <https://portal.uah.es/portal/page/portal/posgrado/>
4. To take up their place on the degree in which they have matriculated at its start and be ready to carry out the activity assigned to them from the outset of the academic year.
5. To carry out the collaborative activities assigned to them by the Vice-Rectorate of Postgraduate and Lifelong Education. Should they fail to carry out the assigned activities they will lose their grant holder status and must pay the accommodation costs for the period they have been lodged in the residential complex.
6. To complete successfully the various stages of the training process.
7. To abide by the University of Alcalá's general regulations as well as those specific to the postgraduate studies in which they are matriculated.

8. To request permission by email to [becas.cervantes@uah.es](mailto:becas.cervantes@uah.es) before modifying any of the grant's initial conditions or taking leave of absence from the university during the period covered by the grant.
9. To obtain a student's visa at the corresponding consulate and comply with Spanish legislation regarding visas and residence permits.
10. To contract at the University of Alcalá's General Foundation illness and accident insurance valid for the whole period of their residence at the University of Alcalá. This insurance must include a clause covering repatriation to country of origin in the event of serious illness or death. For more information: <http://www.fgua.es/seguros>
11. Students turning down the grant must send notification by email to [becas.cervantes@uah.es](mailto:becas.cervantes@uah.es) within a fortnight of notification of the award of the grant. Notification received later will disqualify the candidate from receiving other grants in subsequent announcements.
12. To comply with the regulations of the CRUSA Village Residential Complex.

## 7. Assessment criteria

The Evaluation Committee will assess positively:

1. A candidate's academic record and previous training related to the studies to which he or she has requested admission.
2. Professional and academic curriculum vitae.
3. University lectureship and/or ability to demonstrate that, on completion of master's degree, will be employed as a university lecturer.
4. Origin at a university member of the Ibero-American University Postgraduate Association
5. Not having been a grant holder in previous announcements.
6. Other merits related to the purpose of the grant at the discretion of the Evaluation Committee.

## 8. Evaluation Committee

Applications will be evaluated by an Evaluation Committee composed of:

Chair: Vice-Rector of Postgraduate and Lifelong Education. Members: Vice-Rector of International Relations and Director of the Official Postgraduate Studies Office. Secretary: Director of the International Relations Office.

As and when deemed appropriate, the Evaluation Committee may invite other persons to attend its meetings; they shall have speaking but not voting rights.

## 9. Candidate selection

Candidates will be selected by open competition in a two-stage process:

1. The directors of master's programmes will study all furnished documentation and put in order of preference the candidates who satisfy the requisites of the degree to which they seek admission.

2. The Evaluation Committee will then award the grants in view of the documentation remitted by the programme directors and in accordance with the evaluation criteria set out in this announcement.

## 10. Award decision

As there are two distinct registration periods, there are two award periods:

- a. For students resident outside Spain: 6 June 2017.
- b. For students resident in Spain: 6 July 2017.

The decision to award or reject a grant application will be notified by email. Unsuccessful candidates may appeal within three days of receiving notification by email.

## 11. Substitutes

Should grants be turned down, they will then be offered to substitutes following the order of preference established by the Evaluation Committee.

Alcalá de Henares, 15 March 2017

THE VICE-RECTOR OF  
POSTGRADUATE AND LIFELONG  
EDUCATION

Juan Ramón Velasco Pérez

THE VICE-RECTOR OF  
INTERNATIONAL RELATIONS

Miguel Ángel Sotelo Vázquez

## APPENDIX I: SCHEDULE

	Residents In Spain	Residents outside Spain
Period of announcement, publication and opening of web application	15 March to 30 June 2017	15 March to 31 May 2017
Meeting of grants Evaluation Committee (beneficiaries and substitutes)	4 July 2017	6 June 2017
Notification of applicants	Fortnight following decision	
Period for matriculation at Official Postgraduate Studies Office	From 13 to 19 September 2017	
Selection of substitutes	June to September 2017	