

Universidad Nacional Autónoma de México
Secretaría General
Dirección General de Asuntos del Personal Académico

UNAM Postdoctoral Scholarship Program 2017

I. Purpose

1. To strengthen top level scientific activity and the development of human resources at the academic entities by providing support for young doctoral graduates to develop an innovative research project at UNAM.

II. Candidate Profile

1. Candidates must have obtained their doctoral degrees from an institution of recognized standing during the five years prior to the date the postdoctoral stay begins.
2. Candidates must evidence productivity by providing a list of their published or accepted works in internationally recognized specialized journals or other media of recognized academic quality.
3. Candidates must not be employed by UNAM from the time the stay begins onwards until completion.

III. Modalities

1. Scholarships are granted for postdoctoral stays at UNAM.

IV. Requirements

1. Candidates must have the profile specified in item II above.
2. Candidates must have obtained their doctoral degrees from UNAM or from an institution of recognized standing other than UNAM during the five years prior to the date the postdoctoral stay begins. Furthermore, the scholarship application must be submitted to an entity other than that from which they obtained their doctoral degrees and different from that where their doctoral thesis advisor works.
3. Candidates must submit the nomination letter signed by the head of the receptor academic unit, authorized by the technical or internal council or advisor, stating the interest the entity has in the project, how the project relates to the entity's development plan, and the academic and/or teaching contributions to be made by the scholarship holder to the entity, as well as the dates on which the stay begins and ends.
4. Submission of duly completed application and updated resume.
5. Submission of copy of official ID (INE credential, passport, professional license, birth certificate).
6. Acceptance letter from an advisor who holds a doctoral degree and is a full-time tenured professor or researcher at the academic entity where the candidate's postdoctoral stay is to take place. In addition the advisor must have a successful completion record as regards theses advisory experience at the graduate level and fully comply with the requirements of article 60 of the Academic Personnel Statute (*Estatuto del Personal Académico*, EPA).
7. Submission of the advisor's short resume, specifying his/her published work in the past three years, and a list of directed and completed theses, as well as

approval of his/her annual work programs and reports by the technical council of his/her academic entity (article 60 of the EPA).

8. Submission of a letter signed by the advisor stating his/her commitment to designate a faculty member who is to substitute for him/her and continue with the work plan in the event he/she plans to be absent for more than one continuous month or to take his/her annual or semiannual sabbatical leave. In this event, the substitute faculty member must be of the same or higher category and level and be part of the same academic entity.
9. Submission of the candidate's doctoral thesis summary and related publications (stating advisor's name and department).
10. Submission of copy of doctoral diploma, successful doctoral examination certificate, or official document stating the date on which doctoral examination is to take place. In the event the application receives academic approval, a copy of the document evidencing that the degree was obtained must be submitted for the scholarship to be granted. Should this certificate not be submitted at the beginning of the authorized term, the application will be cancelled.
11. Submission of research project, specifying the goals to be achieved and tangible deliverables expected, endorsed by the advisor and authorized, as regards its relevancy and the entity's resources, by the technical and/or internal council of the academic entity.
12. Submission of work schedule for the duration of the stay endorsed by the advisor. The schedule may include congress and/or conference attendance and up to 6 hours a week of unpaid teaching activities.
13. Submission of document stating the advisor's opinion on the candidate's academic background and of the project to be undertaken.
14. Submission of a letter stating the candidate's express commitment to work full-time on the research project and adhere to the program as approved, to comply with the University Regulations and with the UNAM Postdoctoral Scholarship Program Rules of Operation, and accepting cancellation of the scholarship as a result of a failure to comply with any of the candidate's obligations, this as determined by the technical or internal council of the entity or of the assessment board.
15. The research project may be part of a PAPIIT or CONACYT project, or of a project receiving external financing.
16. If applicable, the advisor must have satisfactory performance in the UNAM programs administered by DGAPA and have complied with the obligations and/or commitments undertaken under said programs.
17. Should the candidate be a foreigner and the scholarship be granted, he/she must provide proof of legal stay in the country or expressly state his/her commitment to undertake the processing required to provide such evidence.

V. Scholarship specifications

1. The scholarship is granted to finance a full-time postdoctoral stay at any one of the academic entities of UNAM.

2. The scholarship is granted for a term of one year and may be renewed for a like non-extendable term.
3. The scholarship consists in:
 - a) An amount equal to 14 UMA (*Unidad de Medida y Actualización*). In the event the stay takes place at any one of the multidisciplinary units or at an academic entity located beyond the metropolitan area of Mexico City, the amount of the scholarship will be 16 UMA.
 - b) Medical insurance covering the scholarship holder, his/her spouse and children, during the time the scholarship is in effect. This insurance will be subject to the general conditions established by the insurance companies issuing the insurance policy.

VI. Scholarship holder obligations

1. Scholarship holder obligations:
 - a) Comply with his/her authorized work program and be present in person regularly at the site of his/her postdoctoral stay.
 - b) Devote exclusive full time to the approved research project, exception made for the possibility of dedicating 6 hours a week to unpaid teaching activities at UNAM. Should this be the case, this must be authorized by the academic unit where the stay takes place.
 - c) Authorization is required for any intended change to the approved work program and schedule. This authorization must be obtained from the receptor academic entity and the *Dirección General de Asuntos del Personal Académico* (DGAPA) in the case of schools and faculties. Where the stay is to take place at University entities under the *Coordinación de Humanidades* or the *Coordinación de la Investigación Científica*, authorization must be obtained from the academic entity and the relevant Coordinating Office must be informed on any such change.
 - d) In the case of schools and faculties, the advisor must inform DGAPA in writing regarding regular attendance of the postdoctoral researcher and on his/her compliance with the work program approved by the technical council once six months have elapsed from the beginning of the stay.
 - e) The scholarship holder must inform DGAPA, the *Coordinación de Humanidades* or the *Coordinación de la Investigación Científica* as applicable, on the progress made on the approved project by submitting an annual report at the end of the first year. This report must include the advisor's comments, observations and approval of the scholarship holder's performance and must be authorized by the technical or internal council or the advisory board, as applicable.
 - f) Regular attendance at the designated academic entity is required. Absences are only justified for specific reasons as identified in the approved work program, require permission from the technical or internal council, as applicable, and from the advisor; and DGAPA, the *Coordinación de Humanidades* and the *Coordinación de la Investigación Científica*, as pertinent, must be informed thereof in

advance. Leaves of absence cannot exceed 45 days during the whole length of the scholarship term.

- g) Express acknowledgement of the program must be included in any publication, patent or product that results from the scholarship. In addition the academic unit indentified by the scholarship holder in any publication must be that where the postdoctoral stay took place.
- h) Should the scholarship holder have any type of remuneration or financial support in addition to the scholarship at the time the scholarship is granted, an adjustment as to its amount will be made. Once the scholarship has started to run and the scholarship holder wishes to accept any type of remuneration or financial support in addition to the scholarship, he/she must request authorization from DGAPA, the *Coordinación de Humanidades* or the *Coordinación de la Investigación Científica*, as applicable. Should authorization be granted, the scholarship will be adjusted accordingly.
- i) Once the authorized work program has been completed, the receptor academic entity must be informed, and a final report approved by the advisor, that must be accompanied by the publications and/or other products generated by the research project conducted during the scholarship term must be submitted. Deliverable products must be at least one article published in an international indexed journal or a chapter in a peer-reviewed book for each year the scholarship runs, or products such that, given their quality and impact, are the equivalent to the production specified above, in the opinion of the assessment board. When the advisor has more than one postdoctoral researcher under his/her supervision, each scholarship holder must deliver an independent product relating to the project approved in collaboration with the advisor at the end of the stay. Moreover, the scholarship holder must undertake the commitment of submitting a copy of any publications relating to the research project conducted during the postdoctoral stay that are published after its conclusion.

2. Receptor Academic Entity Obligations:

- a) To function as liaison between the scholarship holder and DGAPA, the *Coordinación de Humanidades* or the *Coordinación de la Investigación Científica*, as applicable.
- b) To monitor, oversee and assess the scholarship holder's academic performance as regards his/her attendance in person at the stay site and his/her compliance with the approved program.
- c) To keep its technical or internal council or the advisor informed on the progress made by the scholarship holder in the work program.
- d) To provide the scholarship holder with the means and resources required by his/her work program.
- e) To submit, at the end of the stay, a report on the activities undertaken as approved by the advisor together with copies of the publications and/or other products generated by the research project during the term of the

scholarship, authorized by the technical or internal council, to DGAPA, the *Coordinación de Humanidades* or the *Coordinación de la Investigación Científica*, as applicable. In addition, to ensure that monitoring takes place of any publications appearing after the end of the stay and to obtain and deliver a copy of the same.

VII. Program administration

1. Responsible coordinating entities:

- a) DGAPA is the entity in charge of the coordination and administration of the postdoctoral scholarship program for schools and faculties..
- b) The *Coordinación de Humanidades* is the entity in charge of the coordination and administration of the postdoctoral scholarship program for the centers and institutes in this area.
- c) The *Coordinación de la Investigación Científica* is the entity in charge of the coordination and administration of the postdoctoral scholarship program for the centers and institutes in this area.
- d) The Assessment Boards of the program at each of the coordinating entities will be in charge of evaluating and authorizing or rejecting applications. Their decisions are final and unappealable.
- e) The receptor academic entity is responsible for submitting candidate nominations and for the academic monitoring of the postdoctoral stay.
- f) The technical or internal council or advisor of each academic entity must send scholarship applications to the appropriate coordinating entity, ordered according to the priorities established by the academic entity to support its institutional development.

2. Nomination Procedure and Grant of Scholarship:

2.1 Initial activities:

- a) A call will be published by the General Secretariat of UNAM.
- b) Receptor academic entities will send applications that comply with the requirements established to the appropriate coordinating entity within the terms set forth in the call. Candidate nominations must be listed in order of priority.
- c) The coordinating entity will verify that applications comply with requirements and will call the appropriate Assessment Board to meet to review applications.
- d) Assessment Boards will examine and authorize applications taking into account the relevance the project has with respect to the entity's development plan, the candidate's and the advisor's academic career, the quality, originality and relevance of the project submitted, the order of priority established by the academic entity and available budgetary resources, among others. Preference must be given to multi and interdisciplinary projects that foster collaboration among faculty members.
- e) The program's Assessment Boards will inform the academic entity on the assessment results through the coordinating entity.

- f) UNAM will deliver the scholarship to the scholarship holder on a monthly basis in the amounts and under the terms set forth in these rules.

2.2 Scholarship Renewal

- a) Renewal will proceed on the basis of the holder's satisfactory performance.
- b) The receptor academic entity will send applications for renewal to the coordinating entity within the timeframes set forth in the call, attaching thereto the following documents:
- Scholarship application form
 - Invitation issued by the UNAM academic entity where the stay is to take place, authorized by the technical or internal council or the advisor, stating therein the authorized term.
 - Academic justification specifying the reasons for renewal, authorized by the technical or internal council or the advisor.
 - Report on work performed, authorized by the advisor, which must include the advisor's observations on the holder's performance and advisor's consent for renewal.
 - Program of research activities to be carried out including work schedule for the term, authorized by the advisor.
 - Copy of progress made in relation to expected products at the time application for scholarship renewal is submitted.
 - Should changes to the research project have been required, the amended research project must be submitted showing the changes made to it as a consequence of the results obtained during the first year.
- c) Renewal requires affirmative recommendation of the technical council in the case of schools and faculties, and of the internal council or advisor in the case of research centers or institutes, this as stated in the documents for which this requirement is specified.
- d) The Assessment Board will receive renewal applications and decide on their approval. Its decision is final and unappealable.

VIII. Assessment Board Composition

The Assessment Board will be composed by:

- a) In the case of Schools and Faculties, two tenured faculty members appointed by each Area Academic Council who will serve for two years, appointment which may be renewed once, and by the head of DGAPA, who will preside over it.
- b) In the case of research institutes and centers in the Humanities and Social Sciences, by eight members appointed by the Humanities Technical Council, who will serve for two years, appointment which may be renewed once, and by the head of the *Coordinación de Humanidades*, who will preside over it.

- c) In the case of research institutes and centers in the Sciences, by eight members appointed by the Scientific Research Technical Council, who will serve for two years, appointment which may be renewed once, and by the head of the *Coordinación de la Investigación Científica*, who will preside over it.

The Assessment Board may extend invitations to distinguished experts in the relevant field to participate in reviewing a case when it deems such course of action advisable.

IX. Scholarship cancellation and termination

Scholarships will terminate:

- a) Upon expiry of the term for which they were granted.
- b) Upon proof submitted by the advisor of the failure to comply with the program.
- c) As a result of unsatisfactory progress, this has decided by the technical or internal council or advisor of the academic unit, or by the Assessment Board of the program.
- d) As a result of non-compliance with any of the obligations set forth in these operating rules, in particular as regards exclusive dedication to the approved research project and attendance in person at the site where the stay is to take place.
- e) Upon request by the scholarship holder.
- f) Should the scholarship holder omit or misrepresent data in the application or required documentation that has an impact on the obligations assumed, in particular should he/she fail to provide timely information on the reception of any type of remuneration or financial support that is in addition to the scholarship.
- g) Should the scholarship holder fail to complete the project approved by the assessment board.

Transitional Provision

SOLE: These rules will become effective as of the date they are published in *Gaceta UNAM*, and substitute and replace the former rules published in *Gaceta UNAM* on May 16, 2016.

“POR MI RAZA HABLARÁ EL ESPÍRITU”
University City, Mexico City, January 12, 2017.

EL SECRETARIO GENERAL
DR. LEONARDO LOMELÍ VANEGAS