

**National Autonomous University of Mexico
General Secretary
General Direction on Academic Staff Affairs**

**Operation Rules of the
Post Doctoral Scholarship Program at UNAM
2019**

I. Purpose

1. To strengthen scientific work and human resources high level education in academic entities supported by the participation of newly doctorate-awarded youngsters who will develop an innovative research project at the UNAM.

II. Candidate Profile

1. Candidates must have been awarded a doctorate from any prestigious institution at most five years before the initial date of the post-doctoral program.
2. They must evidence their productivity with a published work or a work approved for publication in any internationally-renowned specialized journal or any means of renowned academic quality.
3. They must not have any employment agreement with the UNAM at the beginning of the scholarship or during the term of the scholarship.

III. Modalities

1. Scholarship to develop a post doctoral program in the UNAM.

IV. Requirements

1. Having the profile stated on Section
2. Having been awarded a doctorate from any prestigious institution different from UNAM at most five year before the initial date of the postdoctoral program or from UNAM provided that the project will be developed at a different institution than that to which the doctoral advisor belonged, or, in exceptional cases, in another venue if the same entity located in a different campus, with another advisor and a different project.
3. Submitting an application signed by the head of the receiving academic entity and approved by the technical committee, internal committee or the tutor; such document will establish the interest of the entity in the project, the links of the project to the entity's development plan and the academic and/or teaching contributions of the scholarship beneficiary to the entity, as well as the initial and final dates of the program.
4. Providing the duly completed application and updated resume.
5. Providing a copy of an official identification document (INE credential, passport, professional license, birth certificate).
6. Having a tutor who must have a doctorate and be a full-time teacher or researcher at the academic entity where the candidate will develop the post doctoral program. Furthermore, they must have human resources education and thesis management at a postgraduate level and fully meet the provisions of article 60 of the Academic Staff Charter (EPA).
7. Submitting a resume to the tutor highlighting the information related to the last three years, including references to publications, tutored and completed thesis, and patents, developments and technology transfer products. In particular, all graduate theses written under the advisor's guidance during his/her career must be listed in full. In addition, the approval of their programs and annual reports by the technical committee of the academic (article 60 of the EPA).

8. Providing a letter signed by the tutor agreeing to appoint a deputy tutor to follow-up the work plan in case the tutor is absent from the post doctoral entity for over a month or in case the tutor is planning to take a sabbatical year or semester. In such case, the deputy tutor must have equal or higher level and category than those of the tutor, as well as the same employer entity.
9. Submitting an abstract of the doctoral thesis and the publications derived from such thesis (stating the name of the thesis tutor and tutor's appointment).
10. Submitting a copy of the doctorate diploma, certification of public viva approval or official document stating the date of the doctorate public viva. In case the application is academically approved, copy of the document certifying the degree award in order to grant the scholarship. Application will be cancelled in case the certification is not provided at the beginning of the approved term.
11. Submitting a research project to be developed, including the goals and final tangible products expected to be obtained as a result, approved and authorized by the tutor as to its convenience and the entity's resources, by the technical committee and/or internal committee of the academic unit.
12. Submitting a work plan to be developed during the program with a scheduled approved by the tutor. The program may consider the attendance to congresses and/or colloquia and up to 6 weekly hours of non remunerated lectures at the UNAM.
13. Submitting a document containing the tutor's opinion regarding the academic background of the candidate and the project to be developed.
14. Submit a letter signed by the candidate with the advisor's endorsement, stating expressly that the candidate undertakes to work full-time and exclusively on the research project and the program as approved and to comply with the obligations established by the University Legislation and the UNAM Postdoctoral Grant Operating Rules, and expressing acceptance of the termination of the grant in the event of the failure to comply with any such obligations, this as determined by the technical, internal of review board of the academic entity.
15. The research project may be part of any PAPIIT project, CONACYT project or may have external co-financing.
16. If applicable, the tutor must have had a satisfactory performance at the UNAM's programs managed by the DGAPA. Furthermore, the tutor must have met the obligations and/or commitments assumed in such programs.
17. In case of being a foreigner, and the scholarship is approved, the legal stay in the country must be evidenced or a statement must be submitting agreeing to meet with all the procedures required to obtain such legal stay document.

V. Scholarship specifications

1. The scholarship is granted to develop a full-time post doctoral program in any academic entity of the UNAM.
2. The scholarship will last one year and may be renewed for only one additional year
3. The scholarship will consist of:
 - a) A monthly amount equivalent to 14 UMA (Measurement and update unit). In case the post doctoral program is developed at any of the multidisciplinary units or at any academic entity outside the metropolitan area of Mexico City, the monthly amount of the scholarship will increase to 16 UMA.
 - b) Healthcare Insurance for the beneficiary, their spouse and children during the term of the scholarship. Such insurance will be subject to the general conditions provided by the insurance companies from which the policy is acquired.

VI. Obligations

1. Obligations of scholarship beneficiaries:
 - a) To meet the approved work schedule and timely attend the seat of the post doctoral program.
 - b) To devote full time to the approved research project, except that a maximum of six hours per week may be devoted to non remunerated teaching activities at the UNAM. In this case, the academic entity where the program is developed must approve the activities.
 - c) For schools and colleges, authorization must be obtained from the receiving academic entity and from the General Direction on Academic Staff Affairs (DGAPA) to make any change to the approved work program and schedule. For Arts Coordination Offices and Scientific Research Coordination Offices, authorization must be obtained from the receiving academic entity to make any change to the approved work program and schedule, and the relevant Coordination Office must be informed.
 - d) Six months after the beginning of the scholarship, for schools and colleges, the tutor must send the DGAPA a written report of the post doctoral student attendance to the seat of the program as well as of the fulfillment of the work program approved by the technical committee.
 - e) To inform the DGAPA, the Arts Coordination or the Scientific Research Coordination, as applicable, on the development of the approved project by means of a report delivered at the end for the first authorized year containing any comments and approvals from the tutor regarding the performance of the scholarship beneficiary, and the approval of the technical committee, the internal committee or the tutor, as applicable.
 - f) To not be absent at the academic entity to which the scholarship is awarded, except for the reasons specified in the approved work program, without the relevant authorization from the technical committee, the internal committee or the tutor, as applicable, and the approval of the tutor, and to inform the DGAPA, the Arts Coordination or the Scientific Research Coordination, as applicable, in advance. This authorization will not exceed 45 days during the term of the scholarship.
 - g) To include an explicit acknowledgment of the Program in any publication, patent or any other product of the scholarship. Furthermore, the scholarship beneficiary must state the designation to the academic entity of the UNAM where the post doctoral program was developed.

h) Whenever the scholarship beneficiary, at the beginning of the scholarship, has any type of remuneration or economic support in addition to the scholarship, an adjustment to the amount of the scholarship will be made. Once the term of the scholarship has begun and the scholarship beneficiary wants to accept any type of remuneration or economic support in addition to the scholarship, the beneficiary must request the authorization from the DGAPA, the Arts Coordination or the Scientific Research Coordination, as applicable, which will adjust the amount of the scholarship in case of approving the additional support.

i) To inform the receiving academic entity whenever the authorized work program is completed and to provide a final report of the activities that were performed approved by the tutor and provide copies of any publication and/or other products from the research project that was developed during the term of the scholarship. Such products must be at least one article in an international journal or a chapter in a refereed book per year of the scholarship or products that in terms of quality and impact are equivalent to the aforementioned productions to the sole discretion of the evaluation committee. In case the tutor has more than one scholarship beneficiary under their guidance, each post doctorate candidate must deliver an independent product related to the approved project with the cooperation of the tutor. Furthermore, the commitment must be established to deliver a copy of the publications derived from the research project developed during the post doctoral program upon expiration of the project's term.

j) Acknowledgement of receipt of monthly grant deposits made by the relevant bank via e-mail sent to DGAPA, the Coordinating Head Office of the Humanities (*Coordinación de Humanidades*) or the Coordinating Head Office of Scientific Research (*Coordinación de la Investigación Científica*).

2. Obligations of the receiving academic entity:
 - a) To link the scholarship beneficiary and the DGAPA, the Arts Coordination or the Scientific Research Coordination as applicable.
 - b) To monitor, supervise and evaluate the academic performance of the scholarship beneficiary in relation to the scholarship beneficiary's attendance to the seat of the program and as to the fulfillment of the approved program.
 - c) To keep the technical committee, the internal committee or the tutor posted regarding the progress of the scholarship beneficiary's work program.
 - d) To provide the scholarship beneficiary with the means and resources to develop the work program.
 - e) To provide the DGAPA, the Arts Coordination and the Scientific Research Coordination with a final report of the activities that were performed approved by the tutor and to provide copies of any publication and/or other products from the research project that was developed during the term of the scholarship, approved by the technical committee, the internal committee or the tutor, as applicable. Furthermore, to follow-up, collect and deliver a copy of the publications appearing after the expiration of such term.

VII. Program administration

1. Coordinating Entities in charge:
 - a) The DGAPA will be in charge of coordinating and managing the post doctoral scholarship program in schools and colleges.
 - b) The Arts Coordination is in charge of coordinating and managing the post doctoral scholarship program in centers and institutes of their fields.
 - c) The Scientific Research Coordination will be in charge of coordinating and managing the

- post doctoral scholarship program in centers and institutes of their fields.
- d) The Evaluation Committees of the program of each coordination will be in charge of evaluating and approving or rejecting the applications. Their determination may not be appealed.
 - e) The receiving academic entity will be in charge of applying for the candidates as well as of any academic follow-up of the post doctoral program.
 - f) The technical committee, the internal committee or the tutor of each entity must provide the relevant coordination with the scholarship applications ordered by established priorities to support the institution's development plan.
2. Application procedure and scholarship awarding:
- 2.1 Beginning of the scholarship
- a) The General Secretary will issue the call for applications to the program.
 - b) The receiving academic entities will send to the relevant coordination the applications that meet the established requirements within the terms provided by the relevant call for applications and will establish a prioritized order of the candidates.
 - c) The coordination will supervise that all applications meet the requirements and will call the respective Evaluation Committee for performing the evaluation.
 - d) Evaluation committees will determine and approve the project applications considering the convenience of the submitted project in relation to the entity's development plan, the academic career of the candidate and of the tutor, the quality, originality and relevance of the submitted project, the priorities established by the entity and the available budget, among others. Multidisciplinary and interdisciplinary projects will be preferred as well as those promoting cooperation among academic staff.
 - e) Evaluation committees of the program will notify through the coordination the results of the evaluation to the academic entity.
 - f) The UNAM will provide the scholarship beneficiary with the monthly amount of the scholarship according to the amounts and provisions established in these rules.
- 2.2 Scholarship renewal
- a) Renewal will be granted considering the satisfactory performance of the scholarship beneficiary.
 - b) The receiving academic entity will send to the coordination the scholarship renewal applications according to the dates provided by the call for applications in effect attaching the following documents:
 - Scholarship application Form.
 - Invitation from the academic entity of the UNAM where the program will be developed, approved by the technical committee, the internal committee or the tutor establishing the approved term.
 - Academic justification specifying the reasons for the requested renewal approved by the technical committee, the internal committee or the tutor.
 - Work report approved by the tutor with the relevant comments regarding the performance of the scholarship beneficiary and the consent for the renewal.
 - Research activity program to be developed during the requested term including a schedule approved by the tutor.
 - Copy of the progress of products obtained up to the moment of submitting the scholarship renewal application.
 - In case of any change to the research project, submit the research project with any adjustment in relation to the results obtained during the first year.
 - c) To grant the renewal, the favorable recommendation of the technical committee for schools or colleges and of the technical committee or the tutor for centers or institutes must be included within the specified documents.
 - d) The Evaluation Committee will receive the renewal request and will decide its approval. Their determination may not be appealed.
- VIII. Structure of the Evaluation Committee**
- The Evaluation Committee will be made up of:
- a) For schools and colleges, by two full-time professors appointed by each Academic Area Committee for a period of two years that may be renewed only once and by the head of the DGAPA who will be the chairperson.
 - b) For Arts and social science research institutes and centers, by eight members appointed by the Technical Committee in Arts for a period of two years that may be renewed only once and by the head of the Arts Coordination who will be the chairperson.
 - c) For scientific research institutes and centers, by eight members appointed by the Technical Committee in Scientific Research for a period of two years that may be renewed only once and by the head of the Scientific Research Coordination who will be the chairperson.
- Whenever the Evaluation Committee deems it convenient for the study of one case, it may ask for the participation of renowned experts in the relevant field.
- IX. Scholarship cancellation and termination**
- Scholarships will end:
- a) Upon expiration of the term for which they were granted.
 - b) Whenever the tutor proves that the program has not been met.
 - c) Whenever the technical committee, the internal committee or the tutor of the academic entity or the Evaluation Committee for the program deem there is no satisfactory progress.
 - d) For any breach of any obligation provided by these operation rules, particularly in relation to the exclusive engagement to the approved research project and the attendance to the seat of the program.
 - e) Upon request of the scholarship beneficiary.
 - f) Whenever the scholarship beneficiary omits or misstates any data in the application or required documents affecting the obligations of the scholarship beneficiary, especially when they fail to timely report the receipt of any kind of remuneration or economic support in addition to the scholarship.
 - g) Whenever the scholarship beneficiary fails to develop the project that was approved by the evaluation committee.
- Transitory**
- ONE AND ONLY: These rules will become effective on the date of their publication on the *UNAM Gazette* and supersede any similar rules published on *UNAM Gazette* by or on December 3, 2018.
- “FOR MY RACE SHALL THE SPIRIT SPEAK”
University City, Mexico City December 3, 2018.
SECRETARY GENERAL DR.
LEONARDO LOMELÍ VANEGAS**