

**Universidad Nacional Autónoma de México**  
**Office of the Registrar**  
**Office for Academic Staff Affairs**  
**The UNAM's Research Residency Program**  
**Operating Rules**  
**2019**

**I. Purpose**

To contribute to strengthening research and education at the academic entities of the UNAM by providing complementary funding so that distinguished academics from foreign institutions may carry out a residency at the University.

**II. General Conditions**

1. Funding will be given to academics from foreign institutions to carry out a research residency at one of the academic entities of the University.
2. The purpose of residencies must be to undertake a research project or an educational innovation project. Academics must consider giving at least one seminar or course to the students of a Faculty, School or Multi-disciplinary Unit (Higher-Education Faculty or National Higher-Education School) and a conference to post-graduate students. It is also desirable that they establish an agenda so that university students may talk to academics and present their post-graduate thesis.
3. Applications sent to the Office for Academic Staff Affairs (DGAPA initials in Spanish) may be in Spanish or English. The language to be used in the academic activities should be indicated, in those cases that the academic doesn't speak Spanish.
4. The host faculty member must have shown satisfactory performance in the UNAM-DGAPA administered programs. She/he must evidence compliance with the obligations and/or commitments undertaken under such programs.
5. Candidates must have a distinguished and consistent career, reflected in articles published and training in human resources.
6. The work schedule must include priority areas of research and training in human resources according to the development plan of the academic entity.
7. Residencies must be continuous and last for between one and six months.
8. The Office for Academic Staff Affairs (DGAPA) will submit all applications for assessment to the Technical Assessment Committee.
9. Final approval will be given by the Technical Assessment Committee of the Program, taking into account assessment reports, the priority assigned and the budget.
10. The funding that the UNAM provides under the Program will not create any employment relation with the UNAM nor place the UNAM in a situation of being a replacement employer or joint obligor.

**III. Candidate Requirements:**

1. Have a PhD Degree.
2. Be employed full time and permanently at a foreign research or higher-education institution (contracts as post-doctoral researchers will not be accepted).
3. Must be permanent and full-time academic staff and have worked for at least six years for a foreign research or higher-education institution other than the UNAM.
4. Not have carried out a post-doctoral residency within the last six years.
5. In exceptional instances, consideration will be given to distinguished retired professors whose applications for inclusion as candidates rest on solid grounds. In this case, the Technical Review Board will decide on their participation in the program.
6. Be authorized by the Technical Board or Internal Board of the receiving academic entity, which must justify on an academic basis the candidacy for the program and specify the start and end date of the residency.
7. Submit application form and documents, signed by the head of the receiving entity, stating that it is interested in the project to be carried out.
8. Submit the application completed, together with all documents required.
9. Submit an up-to-date *curriculum vitae*.
10. Submit an official document issued by a foreign institution stating how long they have worked as a full-time academic and position held.
11. Submit the academic information of the working group that the candidate will work with, or the profile of the academic host, who must comply with article 60 of the Statute of Academic Staff (EPA initials in Spanish) and submit the approval of its programs and annual reports of the last three years, by the Technical Board of the receiving academic entity.
12. Submit a detailed work program which must include the research project and intended products. The project must in addition specify, for one- to two-month stays, a lecture for undergraduate and/or graduate students, and for stays in excess of two months, a lecture and a seminar or course for undergraduate and/or graduate students. Their subject matter and the length in hours of the seminar or course and of the lecture must be specified.
13. Submit an executive summary of the research project or educational innovation project.
14. If foreign, prove that they are in the country legally, if their scholarship is approved.

**IV. Description of the Scholarship**

1. Scholarships will be complementary and will be granted to undertake a research or educational innovation project at any of the academic entities of the UNAM.
2. The scholarship amounts to \$40,000.00 MXN (FORTY THOUSAND MEXICAN PESOS) a month, and will also include a lump sum to cover travel expenses, according to the program rates scale, and a lump sum to cover medical expenses of the scholarship holder.

**V. Obligations**

1. Scholarship holders
  - a) Must observe the approved work schedule.
  - b) Must work full time on the approved work schedule.
  - c) Immediately inform and request the authorization of the Technical Board or Internal Board of the receiving academic entity, and the DGAPA, if they wish to make any change to the approved work schedule, and when they are absent from the place for which funding was granted (country, city or academic entity).
  - d) Expressly include proper credit for UNAM, PREI and DGAPA in all published works or theses funded by the grant.
  - e) Inform the receiving academic entity and the DGAPA if they complete the authorized work schedule before the time established, and return the corresponding amount when the residency lasts less than the period authorized and paid full.
  - f) Submit a final report of the activities they have performed and a copy of all articles, reports, patents and other items produced.
  - g) Have complied with all obligations and/or commitments undertaken under any prior DGPA prior grant programs, such being the case.
2. The receiving academic entity must:
  - a) Act as a point of contact between the academic - scholarship holder and the DGAPA.
  - b) Supervise the academic performance of the academic - scholarship holder.
  - c) Provide the means and resources to conduct the work schedule.
  - d) Submit a copy of the travel itinerary and boarding passes to the DGAPA when the academic arrives to Mexico.
  - e) Submit a final report of activities performed that includes the opinion of the academic host and of the director of the entity and a copy of articles and/or other items produced from the work carried out during the scholarship period to the DGAPA.
  - f) Assist the academic guest in finding lodgings and orientation for an appropriate stay.
  - g) Should the host faculty member have received a prior DGAPA grant, he/she must have complied with all obligations and/or commitments undertaken in the relevant program

#### **VI. Cancellation and Termination of Funding**

1. Funding will be terminated:
  - a) When the time for which it is provided has concluded or if the period approved is not observed.
  - b) When the receiving academic entity considers that the residency is unsatisfactory.
  - c) If any of the obligations established in the operating rules have not been met.
  - d) If the academic – scholarship holder so requests.

#### **VII. Responsible Authorities**

1. The DGAPA will organize and administrate this program and ensure that applications meet the rules of the program.
2. The receiving academic entities will analyze and preselect candidates for their particular entity, and submit them to the DGAPA and act as a point of contact with the DGAPA.  
It will also supervise the residency on an academic basis.
3. The Technical Assessment Committee will assess and approve or reject scholarship applications and its decision will be final.

#### **VIII. Members of the Technical Assessment Committee**

1. The members of the Technical Assessment Committee will be as follows:
  - a) Full-time and distinguished tenured professors or researchers, with recent articles published and a high level of quality in their particular discipline. Each member of the committee will sit for three years, and may be appointed for a further three years on one occasion only. Committee members will discharge their functions until their replacements have been appointed and taken up their position.
  - b) Each Area Academic Board will appoint a professor and a researcher.
  - c) Specialists may be invited to take part when the Technical Assessment Committee considers it necessary.

#### **Transitory**

**Sole.** The **Operating Rules** will come into effect on the date on which they are published in the *UNAM Gazette*, and repeal those published on December 11, 2017.

**“THE SPIRIT SHALL SPEAK FOR MY RACE”**  
**Ciudad Universitaria, Mexico City, December 6, 2018**  
**Dr. Carlos Arámburo de la Hoz**  
**THE GENERAL DIRECTOR**