

UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO
SECRETARÍA GENERAL
DIRECCIÓN GENERAL DE ASUNTOS DE PERSONAL ACADÉMICO
(GENERAL SECRETARIAT: GENERAL DIRECTORATE OF ACADEMIC STAFF
AFFAIRS)

**Operating Rules and Regulations Governing the Program of Post-Doctoral
Scholarships in the UNAM**
2008

I Aims

1. To improve standards of high-level human resources for teaching and research, by supporting recently graduated doctoral students in the development of innovatory research or teaching projects in the UNAM.

II Profile of Beneficiaries

1. Candidates must have obtained their doctorate in an institution of recognized excellence within three years previous to the beginning of the post-doctoral stay.
2. Candidates must not be aged over 35 years.
3. Candidates must have an acceptable level of productivity evidenced by works published, or accepted for publication, in specialized journals of prestige or in other media of recognized academic standing.
4. Candidates who already have a working contract with the UNAM will not be accepted.

III Description

1. Grant to carry out a postdoctoral stay in the UNAM.

IV Requirements

The candidate shall:

1. Possess the characteristics described in Section II above.
2. Have obtained the doctorate within the three years prior to the application in an institution of recognized prestige other than the UNAM; or, in the case of candidates whose doctorate is from the UNAM, with the proviso that the campus and/or faculty, institute or other institution (hereinafter, the “academic entity”) for which the grant is requested shall be other than the one where doctoral studies were carried out and/or to which the director of the applicant’s doctoral thesis is attached.

3. Present the invitation of the academic entity of the UNAM in which the residence is to take place, with the endorsement of its technical or internal board; the aforementioned invitation must specify the date for commencing and concluding the period of residence and also give details providing evidence of the suitability of the proposal in respect of the particular academic conditions of the institution in question.
4. Present the application form duly completed along with the candidate's *curriculum vitae*.
5. Present a copy of an official document accrediting the candidate's date of birth.
6. Have obtained the agreement of a permanent full-time teacher or researcher at the academic entity where the candidate is to carry out his/her post-doctoral residence, to act as the candidate's advisor.
7. Present a brief résumé of the advisor.
8. Present a summary of the candidate's doctoral thesis and publications derived from these (indicating name and affiliation of the tutor).
9. Present a copy of the doctoral degree diploma.
10. Present the research or teaching innovation project which is to be developed, including the goals and final products that it is hoped to obtain as a result of the residence, endorsed by the advisor and authorized by the technical and/or internal board of the academic entity.
11. Present the work program to be developed during the residence, together with a timed schedule of work.
12. Present a letter, written and signed by the candidate, which must contain an undertaking to devote him or herself full-time to completing the approved program and to fulfill the obligations established in this set of Operating Rules and Regulations, in addition to accepting that the grant may be canceled at any moment should the student, in the judgment of the technical or internal board of the academic entity in question or that of the evaluating commission, fail to comply with any of the obligations.
13. In the case of foreigners, accredit the applicant's legal residence in the country.

V Specifications of the Scholarship

1. The grant is awarded in order to carry out a postdoctoral residence in one of the academic entities of the UNAM.
2. The grant shall have a duration of twelve months, with the possibility of one, non-renewable, extension for a further twelve months.
3. The grant shall consist of:
 - a) A monthly payment equivalent to 14 minimum wages, "minimum wage" being defined as the statutory minimum wage in force for Mexico City, "Distrito Federal"). In the case of the postdoctoral

residence taking place in one of the multidisciplinary or external units (in locations other than Mexico City), the monthly grant payment will be equivalent to 16 Mexico City statutory minimum wages.

- b) Provision of insurance covering major medical expenses for the scholarship-holder and his or her spouse and children for the duration of the scholarship period.
- c) Cost of transport to and from Mexico City at the beginning and end of the period of residence, if the beneficiary's normal place of residence lies outside the aforementioned city.

VI Regarding the Obligations

1. Obligations of the scholarship-holder:
 - a) To comply with the agreed work program and to attend on a regular basis the place of his or her residence.
 - b) To dedicate him or herself full-time to the work program.
 - c) To inform the academic entity, the General Directorate of Academic Staff Affairs (Dirección General de Asuntos del Personal Académico: DGAPA), the Coordinating Body on Scientific Research, or that for Humanities, as appropriate, of any change in the work program, as well as of the ongoing development of the approved project, by means of six-monthly reports.
 - d) Not to absent him or herself from the place where the scholarship is assigned without the permission of the corresponding technical or internal board, informing the DGAPA thereof, or the Coordinating Body on Scientific Research, or that of Humanities, as appropriate, if the aforesaid permission is granted.
 - e) To include in every publication, patent or any other product arising from the scholarship, an explicit acknowledgment of the UNAM.
 - f) The scholarship-holder shall immediately inform the corresponding academic entity and coordinating authority in writing of reception of any kind of remuneration or economic assistance in addition to the scholarship, so that the corresponding adjustment may be made to the scholarship.
 - g) To inform the academic entity when the authorized work program is completed, and to deliver to it a report of the activities carried out and a copy of any publications generated.
2. Obligations of the academic entity:
 - a) To serve as a liaison between the scholarship-holder and the DGAPA, the Coordination of Scientific Research, or that of Humanities, as appropriate.

- b) To monitor, supervise and evaluate the academic performance of the scholarship-holder.
- c) To keep the technical or internal board informed of progress in the scholarship-holder's work program.
- d) To provide the scholarship-holder with the means and resources to carry out his or her work program.
- e) To deliver, at the end of the period of residence, an academic report on the results to the DGAPA.

VII Administration of the Program

1. Responsible authorities:
 - a) The DGAPA shall be responsible for coordinating and administering the Postdoctoral Scholarship Program in schools and faculties.
 - b) The Coordinating Body for Scientific Research shall be responsible for coordinating and administering the Postdoctoral Scholarship Program in centers and institutes within its area.
 - c) The Coordinating Body for Research in Humanities shall be responsible for coordinating and administering the Postdoctoral Scholarship Program in centers and institutes within its area.
 - d) The Evaluating Commission for the Program shall be responsible for evaluating or rejecting applications.
 - e) The academic entity shall be responsible for nominating the candidates, as well as for carrying out the academic monitoring of the postdoctoral residence.
2. Procedure of nomination and granting of scholarships:
 - 2.1 Commencement of the scholarship
 - a) The General Secretary shall issue the call for applications for the program.
 - b) The academic entities shall send to the corresponding coordinating authority those applications that fulfill the established requirements within the periods stated on the respective calls for applications, establishing an order of priority among the candidacies.
 - c) The coordinating authority shall ensure that the applications fulfill the requirements and shall call on the evaluating committee for an opinion.
 - d) The evaluating committee shall issue an opinion and approve the applications taking into account the opinion arrived at and the available budget resources.
 - e) The evaluating committee shall notify the academic entity, via the coordinating authority, of the results of the evaluation.

- f) The UNAM shall pay the scholarship-holder each month the sum of money granted in accordance with the provisions set forth in these regulations.

2.2 Extension of the scholarship

- a) The extension shall be effected in consideration of satisfactory performance on the part of the scholarship-holder.
- b) The academic entity shall send to the coordinating authority requests for extension of scholarships in accordance with the dates established in the corresponding call for applications, annexing the following documents:
 - i. The relevant application;
 - ii. Invitation by the academic entity of the UNAM in which the residence is to take place, endorsed by the technical or internal board, in which the period approved is indicated;
 - iii. Academic justification specifying the reasons for the requested extension;
 - iv. Report on the work carried out, endorsed by the advisor;
 - v. Program of research and/or teaching activities to be developed during the period requested, endorsed by the advisor;
 - vi. Copy of the products obtained on concluding the first year of the residence.
- c) For the purpose of granting the extension the favorable recommendation of the corresponding technical or internal council must be obtained.
- d) The Program Evaluating Committee shall receive the application for extension and shall decide whether it approves it.

VIII Make-up of the Program Evaluating Committee

The Evaluating Committee shall consist:

- a) In the case of schools and faculties, of two representatives designated by each academic area board for a period of two years, extendible on one occasion only, plus the director of the DGAPA, who shall chair the board.
- b) In the case of the Institutes and Centers of Sciences of eight representatives designated by the Technical Council of Scientific Research for a period of two years, extendible on one occasion only, plus the coordinator of Scientific Research, who shall chair the council.
- c) In the case of the Institutes and Centers of humanities, by eight representatives designated by the Technical Council of Humanities for a period of two years, extendible on one occasion only, plus the Coordinator of Humanities, who shall chair the council.

When, for the study of a particular case, the Committee considers it to be

appropriate, it may invite the participation of distinguished academics who are experts in the field in question.

IX Cancellation and termination of the Scholarship

The scholarships shall terminate:

- a) When the period for which they have been granted comes to an end.
- b) When, in the opinion of the technical or internal board of the academic entity involved, or in that of the Program Evaluating Committee, progress has not been satisfactory.
- c) By reason of non-fulfillment of any of the obligations established in these Operating Rules and Regulations, in particular those regarding the exclusive dedication to the approved program of work.
- d) When the scholarship-holder so requests.
- e) When the scholarship-holder omits or distorts information in his or her application or in the documentation required that has a bearing on the obligations assumed as a scholarship-holder, in particular, when he or she fails to inform in a timely manner of the receipt of any kind of economic remuneration or support in addition to the scholarship.

Transitory Article

The present regulations shall come into force on the day following their publication in the *Gaceta UNAM*.