

Universidad Nacional Autónoma de México
Secretaría General
Dirección General de Asuntos del Personal Académico
Operating Rules and Regulations governing the
Program of Post-Doctoral Scholarships in the UNAM
2012

I. Aims

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

II. Profile of beneficiaries

1) Candidates must have obtained a PH.D. 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 should not have working contract with the UNAM, when they start the scholarship

III. Description

1. Grant to carry out the posdoctoral stay in UNAM

IV. Requirements

1) Possess the characteristics described in Section II above

2) Have obtained the Ph.D. within the three years prior to the application in an institution of recognized prestige other than UNAM; or in the case of candidates whose

doctorate is from UNAM, with the proviso that the academic entity (faculty, school, institute or centre) for which the grant is requested shall be other than the one where doctoral studies were carried out and which the director of the applicant's doctoral thesis is attached.

3) Submit the nomination paper signed by the director of the receiving academic entity; with the endorsement of its technical, internal or advisor board, which sets the intention to support the student's project, its relevance to the development plan and academic and teaching contributions to the entity; the aforementioned paper must specify the beginning and final date of the stay.

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, with PhD or waiving of PhD, at the academic entity where the candidate is to carry out his/her postdoctoral residence, to act the candidate's advisor.

7) Present a brief résumé of the advisor, which shall include the references of the publications over the past three years and theses directed

8) Present letter signed by the advisor that undertakes that in case of leaving the academic entity for more than thirty consecutive days or for a sabbatical period during the scholarship, he must name the academic responsible who will supervise the work plan. He must have the same category and level of the advisor.

9) Present a summary of the candidate's doctoral thesis and publications derived from these (indicating name and affiliation of the tutor).

10) Present copy of doctoral degree diploma, certificate of approval of doctoral examination or official document showing the date of submission of doctoral examination. If the application is approved academically, they must submit a copy of the degree to award the scholarship. Failure to provide this evidence at the beginning of the approved period, will cancel the application.

11) Present the research 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, in relation to relevance of the project

and the financial resources.

12) Present the work program to be developed during the residence, together with a timed schedule of work, endorsed by the advisor

13) Present a document containing the opinion of the advisor about the candidate's academic performance and the project to be developed.

14) 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.

15) The advisor must have had a satisfactory performance in programs of the UNAM under administration by DGAPA. In the same way, he must fulfill one's obligations and commitments.

16) In case of foreigners and, if the scholarship is approved, accredit the applicant's legal residence in the country or express his/her commitment to carry out the required formalities to have such accreditation.

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, subject to general conditions of the insurance

company

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. The scholarship holder may spend up to six hours a week to unpaid teaching at UNAM. If so, he must provide the endorsement of the academic entity responsible of the stay

c) In case of schools and faculties request authorization from the academic entity and the General Directorate of Academic Staff Affairs (Dirección General de Asuntos del Personal Académico: DGAPA), of any changes in the approved program and work schedule. In the case of the Coordinating Body of Humanities and Coordinating Body of Scientific Research request authorization from the academic entity and inform the appropriate coordinating body of any changes in the approved program and work schedule

d) Inform of the ongoing development of the approved project, by means of six - monthly reports, with comments and approval of the advisor on the performance of the scholarship holder, with the endorsement of its technical, internal or advisor board, as appropriate

e) Not to absent him or herself from the place where the scholarship is assigned, except for those specified in the approved work program, without the permission of the corresponding technical, internal or advisor board, as appropriate, and with the endorsement of the advisor.

The scholarship holder must inform in advance to the DGAPA, the Coordinating Body for Humanities or for Scientific Research, as appropriate. If the aforesaid permission is granted, shall not exceed 45 days during the period of the scholarship

f) To include in every publication, patent or any other product arising from the scholarship an explicit acknowledgment of the Program. Likewise the assignment of the fellow in the publications shall be the academic entity of the UNAM

g) When the scholarship-holder, at the beginning of the scholarship, have any kind of remuneration or economic support, in addition to the scholarship, there will be the corresponding adjustment to the scholarship. Once the grant period has started and the scholarship-holder wants another financial support, in addition to the scholarship, he or she must request permission from the DGAPA, When the scholarship-holder, at the beginning of the scholarship, have any kind of remuneration or economic support, in addition to the scholarship, there will be the corresponding adjustment to the scholarship. Once the grant period has started and the scholarship-holder wants another financial support, in addition to the scholarship, he or she must request permission from the DGAPA, the Coordinating Body of Humanities or for Scientific Research, as appropriate, who in case of approval shall made the adjustment to the scholarship.

h) 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 of the work done during the period of the scholarship. Also, he must establish the commitment to deliver copies of publications resulting from work done during the postdoctoral stay.

2. Obligations of the academic entity:

a) To serve as a liaison between the scholarship-holder and the DGAPA, the Coordination Body of Humanities or that of Scientific Research, as appropriate.

b) To monitor, supervise and evaluate the academic performance of the scholarship-holder.

c) To keep the technical, internal or advisor 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 and copy of the publications or other products, to the DGAPA, the Coordinating Body of Humanities, or that of Scientific Research, with the endorsement of its technical, internal or advisor board, as appropriate.

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 Research in Humanities shall be responsible for coordinating and administering the Postdoctoral Scholarship Program in centers and institutes within its area.
- c) The Coordinating Body for Scientific Research 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:

- The relevant application;
- Invitation by the academic entity of the UNAM in which the residence is to take place, with the endorsement of its technical, internal or advisor board, in which the period approved is indicated
- Academic justification specifying the reasons for the requested extension, with the endorsement of its technical, internal or advisor board.
- Report on the work carried out, endorsed by the advisor;
- Program of research and/or teaching activities to be developed during the period requested, endorsed by the advisor;
- 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 board 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 full-time teachers designated by each academic area board for a period of two years, extendible on one occasion only, plus the head chief of the DGAPA, who shall chair the board.

b) In the case of the institutes and centers of research in the Humanities and Social Sciences of eight representatives designated by the Technical Council of Humanities, for a period of two years, extendible on one occasion only, plus the head chief of the Coordination of Humanities, who shall chair the board

c) In the case of the Institutes and Centers of science research of eight members designated by the Technical Council of Scientific Research for a period of two years, extendible on one occasion only, plus the head chief of the Coordination of Scientific Research, who shall chair the board

When, for the study of a particular case, the Committee considers it to be appropriate, it may invite the participation of distinguished experts in the field concerned.

IX. Cancellation and termination of the Scholarship

The scholarships will end:

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

ONLY: The present regulations shall come into force on the day following their publication in the Gaceta UNAM and supersede their similar published in the Gaceta UNAM on May 26, 2011.