

### CALL FOR SCHOLARSHIPS AND GRANTS 2010/11 POSTGRADUATE MASTER PROGRAMMES

This document establishes the procedure for applying for and awarding Fundación EOI scholarships or grants to participants on EOI Escuela de Organización Industrial postgraduate master programmes.

Generally, scholarships or grants will be applied to the tuition fees deducting where appropriate the amount for reserving the place. Fundación EOI scholarships or grants are not cumulative, so a candidate may only benefit from one of them if his application is successful.

Any scholarship or grant awarded is solely for the academic year and programme that is about to commence.

#### applicants requirements

To participate in one of the calls for scholarships or grants, the candidate must meet the following requirements:

- 1. Pass the EOI Escuela de Organización Industrial admission process** for the master which he has applied for a scholarship or grant.

All candidates for the different Fundación EOI scholarships or grants must first participate in the programme admission process and be admitted.

- 2. Apply for the scholarship or grant**

Candidates interested in participating in any of the calls must complete the scholarship or grant application form and submit the documents requested in due time and manner. The application form must clearly indicate the applicant's personal details, and the call and programme for which financing is sought.

- 3. Provide documentary proof of meeting each and every requirement indicated in the call**

Applicants must provide documentary proof that they meet all the academic, professional and/or financial requirements established in the different calls.

- 4. Not be a recipient of any other Fundación EOI scholarship or grant in the same academic year**

Any application not meeting the call requirements or not submitting the necessary documents will not be accepted.

### **scholarship and grant committee**

The Scholarship and Grant Committee is the body in charge of reviewing and awarding or refusing scholarships or grants called by Fundación EOI.

The Scholarship and Grant Committee will examine the applications submitted and adopt one of the following decisions:

**A. Award the scholarship or grant: indicating its amount.**

**B. Refuse the scholarship or grant:** because of failure to meet one of the call requirements or because funds are not available.

For its decision the Committee will bear in mind applicants' personal, professional and academic circumstances and, in any case, the funds available.

All applicants will receive written notification of the Committee's decision. If the decision is affirmative, as well as indicating the amount, academic year and programme, the notification must also clearly indicate the period allowed for accepting the scholarship or grant and for formalising the enrolment.

### **acceptance and/or rejection of the scholarship or grant**

A candidate must formally accept the scholarship or grant awarded by the Fundación EOI Scholarship and Grant Committee in the period allowed.

If the scholarship or grant is not accepted and the reservation of a place not formalised within the period indicated by the Scholarship and Grant Committee, then the scholarship or grant will be considered void.

The amount for the scholarships or grants not accepted will pass to the special call scholarship and grant fund.

### **scholarships or grants envisaged in agreements**

Scholarships or grants signed by Fundación EOI with other public or private institutions will be governed by the provisions contained in the Agreement. In any case, they will be based on the principles included in this document.

## publicity

Both the application forms and the annual calls for scholarships and grants can be found on EOI Escuela de Organización Industrial website.

Agreements adopted with other institutions will be published according to the provisions contained in the agreement.

## periods

Those interested may submit their application up to 15 days before the date when the Master commences, if there were still funds available and as long as the date when the application is made the programme is not closed because all the places have been filled.

The Scholarship and Grant Committee will convene the last working Friday of each month in order to decide on the applications received on or before the previous Friday.

The closing date for submitting applications will be published on the EOI Escuela de Organización Industrial website.

## Postgraduate master programmes

The different Fundación EOI scholarships and grants for the postgraduate master, for 2010/2011, individually or in collaboration with other companies and institutions, are detailed below:

- Fundación EOI grants for young university graduates
- Academic Scholarships for young university graduates
- EOI Excelente Scholarships for young university Graduates
- Quality Scholarships – Master in Quality Management and Business Excellence Advisory Board
- EOI Accommodation Grant for young University Graduates

## Postgraduate master programmes

### FUNDACIÓN EOI GRANTS for young university graduates

#### 1. aim

The aim of this call is to attract and help those candidates who prove that they have a good academic record but inadequate financial resources to gain access to EOI Escuela de Organización Industrial postgraduate master programmes.

#### 2. recipients

These grants are for university graduates with a good academic record who have completed their university studies at a Spanish university or an official foreign university at the most 5 years before the programme commences and who prove that they do not have sufficient financial resources to gain access to EOI Escuela de Organización Industrial postgraduate master programmes.

#### 3. documents to be submitted

1. Duly completed application form.
2. Attested photocopy of the academic record.
3. Photocopy attested at a tax office or any public institution or legally of the family's single or separate income and wealth tax returns. Foreign candidates who prove that they cannot provide the documents requested may submit instead a sworn statement of the applicant's financial situation.

4. Candidate's CV.

5. Letter of introduction from the candidate explaining that he meets the call requirements and the reasons for submitting the application.

6. Any other additional documents that the candidate deems fitting.

#### 4. amount

The amount of these grants ranges between 10% minimum and 30% maximum of the programme tuition fees, excluding the amount for reserving the place.

The Scholarship and Grant Committee will observe the following criteria when determining the award or not of the grant applied for and, if the decision is affirmative, the amount will be made according to:

1. Candidate's university marks.
2. Level of income and financial situation of the family.
3. Admission process results.
4. Any other academic or professional merits and personal circumstances proved by the candidate.

The Scholarship and Grant Committee's decision will be by competition.

## Postgraduate master programmes

### ACADEMIC SCHOLARSHIP for young university graduates

#### 1. aim

The aim of this call is to encourage professional development of those young university graduates who stand out because of their academic achievements and career history irrespective of their financial situation.

#### 2. recipients

These grants are for university graduates who have completed their university studies at a Spanish university or an official foreign university at the most 5 years before the programme commences and who prove that they have an average mark of 7 or higher on their academic record and an outstanding career history in the opinion of the Scholarship and Grant Committee.

#### 3. documents to be submitted

1. Duly completed application form.
2. Attested photocopy of the academic record.
3. Candidate's CV.
4. Letter of introduction from the candidate explaining that he meets the call requirements and the reasons for submitting the application.
5. Two letters of introduction from the candidate's university and/or employment.
6. Any other additional documents that the candidate deems fitting.

#### 4. amount

The amount of these scholarships ranges between 10% minimum and 30% maximum of the programme tuition fees, deducting the amount for reserving the place.

The Scholarship and Grant Committee will observe the following criteria when determining the award or not of the scholarship applied for and, if the decision is affirmative, the amount will be made according to:

1. Candidate's university marks

*If the record does not contain the average mark, the average mark will be calculated by adding the values of the credits passed by the student according to the scale below, and dividing the resulting sum by the number of credits passed by the student.*

Grade Table	
GRADE	VALUE
Distinction	4
Excellent	3
Very Good	2
Pass	1
Validation	1
Adaptation	Grade of origin
Recognition of nongraded credits	Not calculated in the average

Foreign students whose record does not match the scale above must also submit a university certificate indicating the scale of values adopted by the university of origin.

2. Admission process results.
3. Academic or professional merits proved by the candidate.

The Scholarship and Grant Committee's decision will be by competition.

## Postgraduate Master Programme

### EOI ACCOMMODATION GRANT for young university graduates

#### 1. aim

The aim of this call is to help candidates not residing in Madrid or Seville (EOI Escuela de Organización Industrial centres) with their postgraduate training. The call is established to help with the additional costs of upkeep and accommodation during the academic year.

#### 2. recipients

These grants are for Spanish or foreign university graduates not residing in Madrid or Seville who have finished their university studies at a Spanish university or an official foreign university at most 5 years before the programme commences.

#### 3. documents to be submitted

1. Duly completed application form.
2. Registration certificate proving habitual place of residence. The date of registration must be prior to that of the admission process.

3. Photocopy attested at a tax office or any public institution or legally of the family's single or separate income and wealth tax returns.

Foreign candidates who prove that they cannot provide the documents requested may submit instead a sworn statement of the applicant's financial situation.

4. Photocopy of the rent contract or any other document justifying additional accommodation costs incurred during the academic year.

#### 4. amount

The amount of these scholarships is 10% of the programme tuition fees, deducting the amount for reserving the place.

The Scholarship and Grant Committee's decision will be by competition.