

**UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO, MEXICO
& UNIVERSITY OF GRONINGEN, THE NETHERLANDS**

**APPLICATION PROCEDURE
DOUBLE DEGREE DOCTORAL PROGRAM**

The **UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO (UNAM)**, via its General Coordination for Postgraduate Studies, and the **UNIVERSITY OF GRONINGEN (UG)**, via its Representative Office located at UNAM, call for PhD students who are enrolled in a doctoral program at UNAM and PhD candidates registered at UG to submit an application to participate in the UNAM-UG double degree (DD) doctoral program, provided that there is complementarity in the areas of doctoral research offered at UNAM and UG.

1. Requirements for eligibility:

- a. Be a full time PhD student enrolled at UNAM, or a PhD candidate registered at UG.
- b. In case of students registered at UNAM, the UNAM PhD program needs to be accredited by the *Programa Nacional de Posgrados de Calidad (PNPC)* of the National Council for Science & Technology (CONACYT).
- c. Provide proof of the support of two main tutors/supervisors, one at UNAM and one at UG, who need to have approved of the Research Proposal as part of the formal application to participate in the DD PhD program. The supervisors/tutors need to have evaluated the candidate (remotely), and with each other, with the aim to discuss in detail the research proposal and the academic profile and motivation of the PhD student/candidate.
- d. Be sufficiently proficient in English.

2. UG Representative Office at UNAM:

The UG Representative Office at UNAM (hereinafter: The Representation) oversees the successful implementation of the UNAM-UG Double Degree (Sandwich) PhD program on behalf of both UG and UNAM. It provides guidance and support to interested students, supervisors, and other institutional stakeholders.

- All candidates, before proceeding to the application, should contact the Representation to inform themselves about specific requirements that may apply in addition to what is outlined in this document
- Applications to the program, once complete, should be sent to the Representation who will take care of further processing

3. Application procedure:

All applicants who have confirmed with the Representation that they in principle are eligible to proceed with the application, should (continue to) follow these general steps:

1. Request approval of the PhD tutor/supervisor at the home university to participate in the DD program.
2. UNAM students need to identify a supervisor at UG; UG PhD candidates need to identify a tutor at UNAM; the supervisors & tutors need to agree to jointly co-supervise the doctoral research project.
3. Once academic support of a tutor/supervisor at the partner university has been secured, the applicant needs to compile the following documentation and send the application

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package, in full and by e-mail, to the Representation. Templates for documents 1-4 are available via the application website:

1. Sandwich PhD application form (template)
 2. Research Proposal (template)
 3. Support letter by the UNAM and UG main supervisors (template available)
 4. Financial Statement candidate (template)
 5. CV candidate in English
 6. Proof of English proficiency (if applicable - exemptions possible)
 7. Copy of diploma (highest degree)
4. The Representation will revise the application package to ensure that it is complete, after which the Representation will notify the applicant, with the tutor and supervisor in copy.
5. Submission of the application:
- a. UNAM students need to present the application package to the Coordination of the relevant PhD program, with the aim to secure the authorization of the Academic Committee of the PhD program in which the student is registered. The Representation will collect and present the application package of the UNAM student to the relevant UG Graduate School.
 - b. In the case of UG PhD candidates, the Representation will collect and present the application to the relevant UG Graduate School and the UNAM Coordination of the relevant PhD program.

4. Funding:

- a. Selected students who have UNAM as their home university receive:
 1. A fee waiver (incl. tuition) for the period of research carried out at UG
 2. A (complementary) subsistence allowance scholarship for the period of research carried out at UG, up until a maximum of 24 monthsUNAM students who do not have an EU nationality need to provide proof of sufficient financial means during any period of research >90 days carried out in The Netherlands, in order to obtain a long-stay visa (MVV). The minimum monthly requirement as set by the Dutch Immigration authorities is approximately EUR 1275 for PhD researchers who apply as individuals, and EUR 1820 for PhD researchers who travel with families. The (combined) scholarship amount as awarded to selected candidates of both categories under the UNAM-UG DD PhD program is approximately EUR 1875 per month (indexed annually).
- b. Students who are already enrolled in a PhD program at UG should contact the Representation to find out more about the availability of complementary funding options.

5. Evaluation of applications:

At UNAM, applications are evaluated by the Academic Committee of the relevant PhD program. At UG, the Graduate School at the relevant Faculty evaluates the application package based on:

- academic quality
- project feasibility
- availability of resources

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The submission of an application under no circumstances implies admission to the DD PhD program. Admission is based on the quality and feasibility of the proposal, the academic performance and the motivation of the applicant, and the agreement of the relevant authorities in either institution, including the availability of funds and any other possible requirement as deemed relevant by the institutions.

The selection procedure and the subsequent results cannot be appealed.

6. Agreement

Upon admission of individual candidates to the DD doctoral program, a double degree doctoral agreement shall be completed and signed for each candidate. This procedure is guided by the Representation, in close collaboration with the General Coordination at UNAM and the Graduate School at UG. It takes approximately six months to a year for the agreement to be signed by all parties. It is possible to start the mobility pending signatures.

7. Time schedule:

UNAM and UG receive individual applications to the DD PhD program throughout the year, on the basis of a rolling admissions system, and as long as funding is available. An indicative time schedule for the entire process:

Action	Duration	Remark
Locating a supervisor & supervisor preliminary acceptance	3 months	
Compiling your application with supervisors	3 months	Supervisors need to be involved and agree; at least one joint video call
Evaluation after submission	2 months	Depends on procedures at individual UG Graduate Schools
Earliest possible start of implementation mobility period at the Partner	4-6 months	Earliest possible start date: 4-6 months after acceptance
All combined	12-15 months	

No rights can be derived from this table.

The entire process from identification of a supervisor up until the start of the mobility may take more than one year. We therefore urge interested candidates to start preparing for an application as soon as possible. Additionally, it is important to be aware that it benefits the quality of the joint research project – one of the award criteria – if a co-supervisor at the other institution is involved at an early stage of the development of the PhD project.

8. Contact

The UG Representative Office at UNAM

Mr Luis Andrés González Gutiérrez, l.a.gonzalez.gutierrez@rug.nl