

**The School of Economics and Business Administration**  
**CALLS FOR APPLICATIONS FOR APh.D. SCHOLARSHIP AT COMILLAS**  
**PONTIFICAL UNIVERSITY**

This call for applications is for a pre-doctoral contract within the scope of the Ph.D. Program in Business and Regional Competitiveness, Innovation and Sustainability (CETIS), in accordance with the Regulation on Grants for Training of Researchers of the Universidad Pontificia Comillas.

**I. Value Proposition**

This call for applications is aimed at promoting doctorate training through Ph.D. studies, leading to the award of a PhD by the Universidad Pontificia Comillas, within the scope of the Ph.D. Programme CETIS. Research shall necessarily focus on the topics “Entrepreneurship/innovation and Corporate Political Activities (CPA), Policy and Regulations” or “Social enterprise and social entrepreneurship”.

The signatory of this contract shall have the opportunity to become part of the research team at Universidad Pontificia Comillas so to eventually be equipped to carry out R+D+I duties in the academic and/or business domains upon completion of the doctorate studies. Our Ph.D. programme comprises three universities: University of Deusto, Universidad Pontificia Comillas and Ramon Llull University, all three of which have a deep commitment to their social initiatives.

The CETIS Doctorate Programme was born under the initiative Aristos Campus Mundus 2015 (ACM 2015), committed to socially responsible and sustainable innovation. This initiative has also signed an advanced strategic cooperation with Georgetown University, Boston College y Fordham University.

The ACM 2015 project was awarded the qualification of Campus of International Excellence in the European regional category in the Ministry of Education’s 2011 list. Its aim is to foster excellence in academia and research while achieving full "glocalisation" of the university projects which call for a joint commitment to responsible and sustainable social innovation.

More specifically, the candidate shall get a chance to join a recognised, prestigious research group with an extensive list of publications, and may be eligible for research stays at associate universities that are part of the program, and to participate in teaching and research training activities provided by the University. All this will allow the candidate to develop skills related to research and management of R+D+I, and to gain experience in research and teaching, enabling them to access teaching/research positions in private or public institutions.

The candidate will be co-supervised by a faculty member from University of Strathclyde Glasgow and will be expected to do a research stay in this university. Command of English is therefore a must for this scholarship.

## **II. Terms and Conditions of the Contract**

### **Duration:**

The contract shall have a maximum duration of 48 months, which may be renewed on an annual basis, and is subject to continuation within the Ph.D. program (with annual reviews).

### **Funding:**

During the term of the contract agreed for the year 2018, the compensation shall amount to 17.238 Euros gross for an annual period, or its equivalent sum if not for the year in full.

Additionally, the beneficiaries shall be exempt from paying 90% of the fees corresponding to the credits they take at Comillas during the Ph.D. training period.

### **Workload:**

The beneficiary of the grant will carry out activities on a full-time, exclusive basis (37.5 hours per week), and shall have the same holiday entitlements as permanent employees of Universidad Pontificia Comillas.

### **Job duties:**

The job duties of the candidate within the framework of these contracts shall be fundamentally research-based, and be related to the training of the students in the Ph.D. program. The candidate will also carry out support activities in research outreach (organisation of conferences, seminars and workshops, edition of publications, etc.).

Under no circumstances may these include administration support duties which are not related to research; teaching activities shall be permitted with a limit of 6 ECTS a year, and always under the direction of a lecturer.

### **Incompatibilities regime:**

Hiring pursuant to this call for applications shall not be compatible with any other grant, contract or funding of a similar nature.

Successful candidates shall sign a statement of compliance, to certify they are not subject to any incompatibility that prevents them from being hired under this format.

### **Breach:**

a) Breach of the obligations established in the call for applications and in the Regulation on Grants for the Training of Researchers of Universidad Pontificia Comillas shall lead to exclusion from future applications for any another similar contract, grant or funding.

b) If breaches refer to those set out in the penalties system established in the current collective bargaining agreement, the consequences shall be those set out in the aforementioned regulatory framework.

c) Any potential incidents shall be immediately reported by the Tutor to the relevant Vice-Rector for Research for the purpose of commencing the appropriate proceeding; in this case the regulations of the University and the collective bargaining agreement shall apply.

### **III. Application and Appointment Procedure**

#### **1. Requirements for applicants**

a) In general terms, in order to be eligible for this call for applications, candidates should meet the requirements for eligibility for an official Ph.D. program, which are set out in [Article 6 of Royal Decree 99/2011](#), of 28 January, regulating official Ph.D. studies, that is:

- Hold an official Spanish Undergraduate or Master's degree, or equivalent, providing that at least 300 ECTS credits have been successfully completed in both programmes;
- Hold an official, Spanish university degree, or one from the European Higher Education Area, granting access to a Master's pursuant to that established in Article 16 of Royal Decree 1393/2007 of 29 October, and have passed a minimum of 300 ECTS credits including all official university studies, of which at least 60 must have been at a Master's level.
- Hold a degree from a foreign education authority that does not need to be validated due to it having previously been checked by the University that it certifies the level equivalent to an official Spanish Master's degree and that, in the issuing country, it grants access to doctorate studies. Admission by this route shall not imply, in any case, that the aforementioned degree has been recognised for any purpose other than undertaking this Ph.D. program.
- Hold an official university degree that has been classified as being equivalent to Level 3 of the QF-EHEA, pursuant to the procedure established in Royal Decree 967/2014, of 21 November.

Completion of MRes shall be an advantage.

b) Candidates should provide evidence of excellent undergraduate and Master's grades, by submitting their relevant academic transcripts.

c) Certification of a sufficient proficiency in English, equivalent to level C1 ("*Effective Operational Proficiency or upper intermediate*") in accordance with the Common European Framework of Reference for Languages, particularly in application to the lines of research for this position. The certification may be verified by submitting the documents proving the level required, or through the tests arranged by the University's Institute of Modern Languages.

## **2. Formalisation of application and term for submission:**

Application forms and grant applications shall be available to those interested at the General Registry.

Candidates should also include the following documents in their request:

1. Copy of their National Identification, of their current residency card or the Foreign Resident's Identification Number (NIE) card.

2. *Curriculum Vitae*.

3. Certified academic transcript, including all academic grades achieved by the applicant and dates thereof. In case of studies completed at the Universidad Pontificia Comillas, an informative note issued by the Secretary Office of the University shall suffice.

Applicants who have completed their studies abroad and have academic transcripts issued in languages other than Spanish must submit a corresponding certified translation. In such cases, the certificate should also state the maximum and minimum grades within the corresponding assessment system; similarly, the minimum mark required for passing the course should be stated.

4. A cover letter including the candidate's skills and attitudes, as well as previous experience, achievements and strengths, motivation for the position and future projects along with the line of research in which they wish to develop their academic career "Entrepreneurship/innovation and Corporate Political Activities (CPA), Policy and Regulations" or "Social enterprise and social entrepreneurship".

5. A research proposal where the candidate will outline a research idea under one of these two topics. The proposed structure of the proposal is as follows:

- Title of research
- Brief description of research, including details of the management or organisational problem or gap in the literature that your research will address (maximum 500 words)
- Aims and objectives of the research (maximum 500 words). Research question(s) (maximum 150 words)
- Literature review (maximum 1000 words). Provide a critical analysis of the existing literature and use the literature to justify the need for your proposed research. This may address the following questions: Which literature informs your topic and why? Where specifically are you positioning your proposed research within the field? What are the key sources? What are the key theories, concepts and ideas? What are the major issues and debates about the topic? Broadly, what is the state-of-

the-art about the topic? What deficiencies are there in the literature and how might your proposed topic address them.

- **Methodology** (maximum 250 words). - Briefly describe how you would approach your data collection and analysis
- **The potential impact of your research** (maximum 800 words). Who would benefit from your research? What are your plans for user engagement and communication?

6. At least two reference letters from university professors (who are not part of Universidad Pontificia Comillas), or from relevant persons who have had an academic or professional relationship with the applicant. The referees must provide their phone number and email

The deadline for the submission of applications is 31<sup>st</sup> May 2018. The resolution shall be notified to the applicants and published as per the provisions of the grant program.

### 3. Assessment of requests

Requests shall be assessed by means of a single procedure, by an Assessment Board that shall comprise the Vice-Dean for Research and International Affairs of the School of Economics and Business Administration of Universidad Pontificia Comillas, as well as the members of the Academic Sub-Committee of the CETIS Ph.D.Programme.

The following documents shall be considered for assessing the candidate's achievements:

- a) Past academic performance.
- b) English certificate level, equivalent to level C1 ("*Effective Operational Proficiency or upper intermediate*") in accordance with the Common European Framework of Reference for Languages, particularly in application to the lines of research for this position. The certification may be verified by submitting the documents proving the level required, or through the tests arranged by the University's Institute of Modern Languages.
- c) Academic awards.
- d) Supplementary training recognition.
- e) Relevant professional experience.
- f) Attitudinal and motivational profile
- g) Research proposal

Pre-selected applicants will be invited to a personal or telephone interview with the heads of the program.

For further information, please contact Carmen Valor ([cvalor@comillas.edu](mailto:cvalor@comillas.edu)).

Madrid, on 3<sup>th</sup> April 2018